

FY 11 PROJECT 004 - OFFICE RECONFIGURATION PROJECT  
Statement of Work  
SINATRA BUILDING

**Post:** U.S. Embassy Pristina, Kosovo  
**General Services Officer:** Todd Katschke  
**Section:** General Services Office / Project office  
**Subject:** Office Reconfiguration Project - SOW  
SINATRA Building  
**Prepared by:** Dukagjin Hasani Civil Engineer;  
Aferdita Pasoma Architect Assistant  
**Date:** November, 2011

**Statement of Work:**

The United States Embassy in Pristina has a requirement to remodel residential building at its temporary facility called: Sinatra, which is located at the U.S. Embassy area, at Pristina, Arbëria. You are invited to submit a firm detailed price proposal in accordance with this scope of work. All work of first class quality and materials needs to be done.

Government Time Estimate: 30 working days from start date.

1. Demolition work
2. Construction work
3. Door and window work
4. Floor work
5. Painting
6. HVAC work
7. Plumbing
8. Electric work

**1. Demolition work:**

**1.1. Need to remove existing forced entry grilles from all position where will be installed new Forced Entry Grilles.**

- All removed existing forced entry grilles must pass to COR for future use.
- During demolition contractor must exercise care in removing demolition items and shall repair or replace at his cost any damage caused to existing forced entry grilles and building structure.

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- All removed security grilles must be placed on the site NOT damaging any part of the building and not causing any disruption to the mission function.
- Contractor will be responsible for cleaning and removing all debris from the Embassy to the nearest authorized dump facility (Authorized by town).
- The areas affected by the local contractor's work must be returned back to pre-construction conditions after the work is completed (e.g. facade, paint, window/door trim, etc.)
- Contractor must keep all debris clear of service network drains, covers and sumps near the trenches, to prevent clogs or damage.
- Contractor should install warning and a safety sign to alert pedestrian's traffic of construction.
- Contractor should install barricade lines to cordon off work area around construction area.
- Reconstruct the areas with the same type and materials to match the surrounding areas.

**1.2 Need to remove three boilers and pipes in the roof. Consult with COR they need to be reinstalled down at the boiler room.**

**1.3. Need to remove ceramic tiles from the wall in the kitchen on the first floor.**

**1.4. Need to remove all existing windows and prepare the site to install new ones**

- All removed existing windows must pass to COR or land lord.
- During demolition contractor must exercise care in removing demolition items and shall repair or replace at his cost any damage caused to existing forced entry grilles and building structure.
- All removed security grilles must be placed on the site NOT damaging any part of the building and not causing any disruption to the mission function.
- Contractor will be responsible for cleaning and removing all debris from the Embassy to the nearest authorized dump facility (Authorized by town).
- The areas affected by the local contractor's work must be returned back to pre-construction conditions after the work is completed (e.g. facade, paint, window/door trim, etc.)
- Contractor must keep all debris clear of service network drains, covers and sumps near the trenches, to prevent clogs or damage.
- Contractor should install warning and a safety sign to alert pedestrian's traffic of construction.

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- Contractor should install barricade lines to cordon off work area around construction area.
- Reconstruct the areas with the same type and materials to match the surrounding areas.

**2. Construction work:**

**2.1. Supply all needed materials to construct a dry wall by the stairs on the first floor.**

**2.2. Supply material and install Fabricate and install Forced Entry (FE) grilles for all positions A1.10-A2.21B, see provided drawings.**

Contractor is responsible to take detailed measurements in place before fabricating FE grilles and make sure that gap between steel frame and window/door opening is **NO** more than 5mm. U.S. Embassy is not responsible for provided measurements, provided measurements are to be used as a reference.

**2.3. Supply material, construct and install forced Entry (FE) grilles for all doors and windows.**

- o Forced Entry (FE) grilles locally fabricated must install on the exterior side of the window/door opening.
- o FE grilles must be fabricated based on provided drawing details for materials, welding procedures and installation.
- o Window/door openings are of different structural material, for anchoring frame contractor must use appropriate anchors based on wall structure.
- o All Forced Entry grille design must be based on the following interim criteria:
  - o Table 1.1
    - Minimum bar diameter -3/4in.(20mm), or 1/2in.x 3/4in. (14x20mm)rectangular bars;
    - Maximum horizontal spacing - 5in. (125mm);
    - Maximum vertical spacing - 5in. (125mm);
  - o Mounting requires that all bolt heads be welded to the steel frame.
  - o Additionally, surface mounted grilled must be designed such that they do not provide a convenient ladder.
  - o Forced entry window/door grille frames should be anchored using:

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- **CONCRETE:** M10X90 (3/8 in. x 3-1/2 in.) (910x90mm) (minimum) drop-in expansion anchors at 5 in. (125mm) o.c. (maximum). Anchor/bolt heads should be welded to the frame.
- **STEEL:** M10X1.5X25 (3/8 in. - 16NC x 1 in.) socket head cap screws at 5 in. (125mm) o.c. Anchor/bolt heads should be welded to the frame.
- **MASONRY:** M10X150 (3/8 in. x 6 in.) (10x150mm) (minimum) Hilti C-20 or equivalent at 10 in. (250mm) o.c. Anchor/bolt heads should be welded to the frame.

o Contractor while drilling surfaces for installing anchors must exercise care to the wall finishes, NOT damaging it. Any damage occurred on interior/exterior walls, facade, surroundings and other damaged items must be repaired by the contractor on their cost.

o While welding bolt heads contractor must protect surroundings, any created damages must be replace or repair to the existing condition by contractor on their cost.

o In position where FE grilles are open able contractor must install/weld rigid tubing 1/2in. for running locking mechanism wire and installing release mechanism. All preparation work and damages created during installation on the interior walls contractor must repair and finish them as are other parts of the interior wall. USEP will provide release mechanisms.

o **Release mechanism** installed on FE grilles must function easily in a way that will pop out FE grille immediately after lock is released. Installation will not be accepted if FE grille need to be pushed by hand to open.

o **HINGES:** In positions where security grill must be open able, hinges must be placed on the inside or covered with a metal plate.

**2.4. Supply material and install steel strip around frame when will occur gap between forced entry grille and window/door wall**

o Steel strip must be welded all along the line.

**2.5. Supply material and install lock for FE grille double door and other doors**

o Locks must be of high quality. Will **NOT** be accepted lock with star shape key. Lock must have regular key.

**3. Door and window work**

**3.1. Supply and install new uPVC double glazed windows (white color) Dimensions for all windows are provided in the drawings.**

Windows surroundings must be finished and all edges must be 90 degree.

**3.2. Supply and install one sliding door (wood, plastic optional). See position and dimensions in the drawings.**

**3.3. Procurement needs to order a new FEBER door.**

**4. Floor work**

**4.1. Supply and install carpet tiles for: Entry, Hallway, stairs, corridors and all areas dedicated for offices.** (Model, design and quality needs to be consulted with COR)

**4.2. For steps custom cut carpet and install it on the wooden steps**

**4.3. For the storage:**

o Supply and install vinyl tiles, grey color, high traffic resistant.

o Supply and install plastic wall board/moldings around rooms after vinyl tiles installation. Wall board height must be 70mm up to 100mm.

**5. Painting Work:**

**5.1. After finishing all construction work entire interior must be painted with water base paint.**

**5.2. All interior must be painted with regular interior white color paint.**

o Paint work must start after all resurface work is complete.

o All ceilings must be paint with white color paint.

o Any damage caused by contractor to freshly painted surface must redone by contractor.

o All windows must be protected from paint and remove by contractor if there will any paint on them.

**6.Plumbing Work:**

6.1. Supply all needed material and hardware to install removed boilers (from the roof).

Boilers needs to be installed in the boiler room, exact position will be determined by the COR.

Relocation of electrical installation for boilers on the boiler room in basement, more information's it will be provided during site visit.

6.2 Supply all needed material and hardware to install two new radiators. Radiator size should be 3kw heat energy (1400mmx60mm) with installed thermo knobs and automatic relief valves. Piping system should be covered with plastic channels as whole system is. Exact position, where they need to be installed is going to be determined by the COR.

**7.HWAC Work:**

7.1 Before starting construction work all AC units needs to be carefully removed (consult with COR for their disposal).

7.2 After finishing painting work install all removed AC units. COR will determine their new positions

7.3 Installation and work performance NOTE for A/C units:

7.3.1 Indoor A/C unit

- Positioning need to be determine by COR prior to installation
- Indoor unit must be securely attached with anchors on the wall
- Electric wires must be placed in PVC raceway on the wall from unit to electric outlet
- Pipes from indoor unit to the façade wall must be placed in raceway with all corner joints and final covers with pleasant final finishing
- Must be provided electric plug for wire from A/C indoor unit to electric outlet
- Remote control must be attached on the wall next to indoor A/C Unit, COR will determine position prior installation

**8. Electrical Work:**

**8.1.** With changing room's functionality electrical system will experience changes. In the rooms will be needed to add receptacles followed by adding circuit breakers to support office equipment, install fluorescent covered light fixtures, install switches and see drawings.

**8.2.** Supply material and install fluorescent covered light fixtures for all offices and hallways. Light fixtures must be centered and equally distribute in the rooms. Fluorescent light fixture must be firmly installed on the ceiling and must be covered type. For more Info about light fixtures and their position see drawings.

**8.3.** Supply and install new (OG) surface mount light switch for all new installed light fixtures. For their positions see drawings.

**8.4.** Supply and install (OG) receptacles on the walls, surface mount. New receptacles must be installed in the same elevation as are installed old receptacles, for exact number and their position see drawings.

**8.5** Supply and install PVC raceway (for single wire must use 16mmx16mm) for all new electrical work. For more wires in one direction raceways size must be larger to meet wire capacity in them.

**8.6 It will be require upgrading existing electrical panels. Labeling it is mandatory to be done after completion of the electrical works.**

**8.6. Some Electrical work standards:**

- o All electric installation work must have necessary protections (adequate automatic circuit breakers, adequate grounding, color code etc) to fulfill electro technical rules and regulations.
- o All installed materials must be of European origin. Turkish or Chinese products will not be accepted.
- o After all electrical work it is complete contractor must mark all switches and outlets with numbers and provide list of circuit breakers in Albanian and English same as it is provided existing one.
- o PVC trace raceway will vary on the number of wires. For a single electric wire must use 16mmx16mm raceway. For more wires must use larger raceway as needed.

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- o All PVC trace must be evenly installed. All uneven PVC raceway will NOT be accepted and they must be redone by the contractor. All corner must be cut in 90°.
- o All wiring must be installed in the previously installed PVC raceway.
- o Electric wires must be of the following sizes:
  - Outlets (PPY 3x2.5mm<sup>2</sup>)
  - Light fixtures (PPY 3x1.5mm<sup>2</sup>)
  - Fan (3x2.5mm<sup>2</sup>)
- o Automatic circuit breakers for lights B-10A.
- o Automatic circuit breakers for outlets B-16A.
- o Kitchenette receptacles must have GFCI installed.

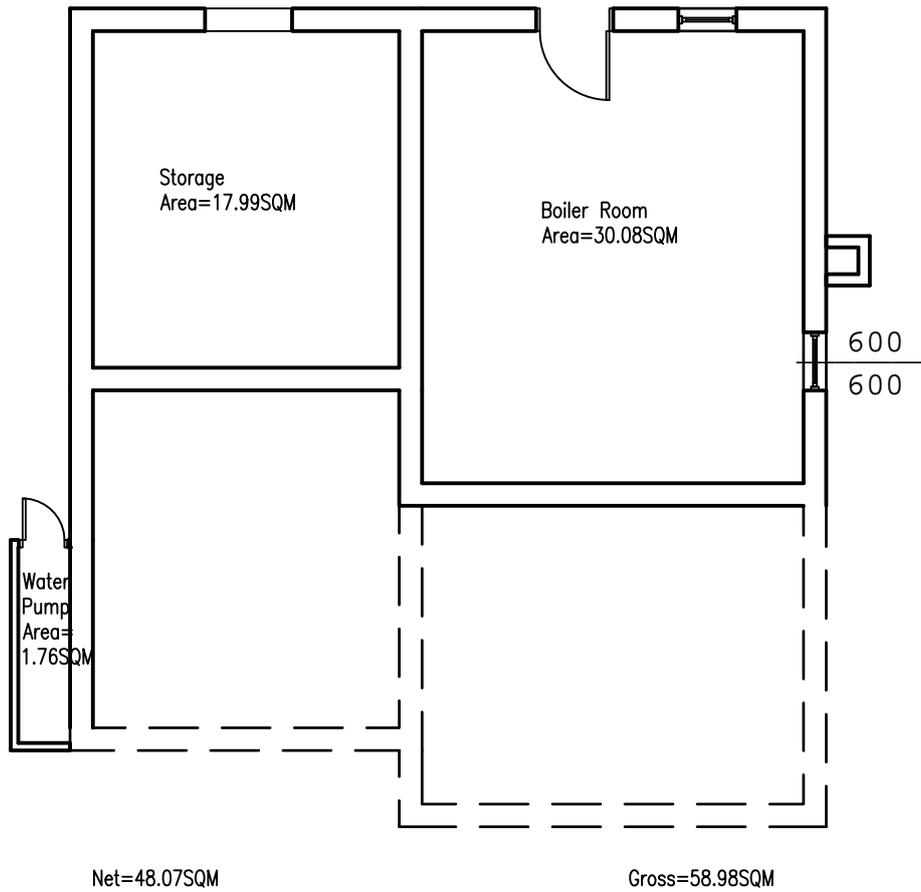
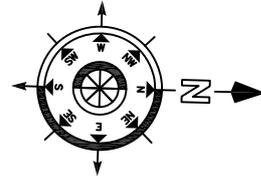
FY 11 PROJECT 004 - OFFICE RECONFIGURATION PROJECT  
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BILL OF QUANTITIES						
RECONFIGURATION PROJECT OF THE SINATRA BUILDING						
	Work specification	Qty	Unit	Price		total
1						
	<b>DEMOLITION WORK</b>	1	JB	€		€
	1.1 Remove all existing forced entry grilles					€
	1.2 Remove three boilers in the roof					€
	1.3 Remove wall ceramic tiles in the kitchen					€
	1.4 Remove all existing windows					€
	Total Demolition Work					€
2						
	<b>CONSTRUCTION WORK</b>	1	JB	€		€
	2.1 Supply all needed materials to construct a dry wall by the stairs on the first floor					€
	2.2 Supply material and install Fabricate and install Forced Entry (FE) grilles for all positions A1.10-A2.21B					€
	Total Construction Work					€
3						
	<b>DOOR AND WINDOW WORK</b>	1	JB	€		€
	3.1 Supply and install new uPVC double glazed windows (white color)					
	3.2 Supply and install one sliding door (wood, plastic optional)					
	Total Door;window Work					€
4						
	<b>FLOOR WORK</b>	1	JB	€		€
	4.1 Supply and install carpet tiles					€
	4.2 Supply and install vinyl tiles, grey color, high traffic resistant					€
	Total Floor Work					€
5						
	<b>PAINTING WORK</b>	1	JB	€		€
	Total Painting Work					€
6						
	<b>PLUMBING WORK</b>	1	JB	€		€
	6.1 Supply all needed material and hardware to install removed boilers (from the roof)					€
	6.2 Supply all needed material and hardware to install two new radiators					€
	Total Plumbing Work					€
7						
	<b>HWAC WORK</b>	1	JB	€		€
	7.1 Remove all existing AC units					€
	7.2 Install all removed AC units					€
	Total HWAC Work					€

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8	<b>ELECTRICAL WORK</b>		<b>1</b>	<b>JB</b>	€	€
<b>8.1</b>	Supply material and install fluorescent covered light fixtures for all offices and hallways					€
<b>8.2</b>	Supply and install new (OG) surface mount light switch for all new installed light fixtures					€
<b>8.3</b>	Supply and install (OG) receptacles on the walls					€
<b>8.4</b>	Supply and install PVC raceway for all new electrical work					€
<b>8.5</b>	Supply and install adequate Automatic circuit breakers for all new electrical work					€
		Total Electrical Work				€
<b>TOTAL WORK</b>						€

Drawings and other specific details will be provided to all bidders to be used **ONLY** for calculations. Provided drawings and details by U.S. Embassy **CAN NOT** be reproduced and they must be return back to the U.S Embassy with the offer.



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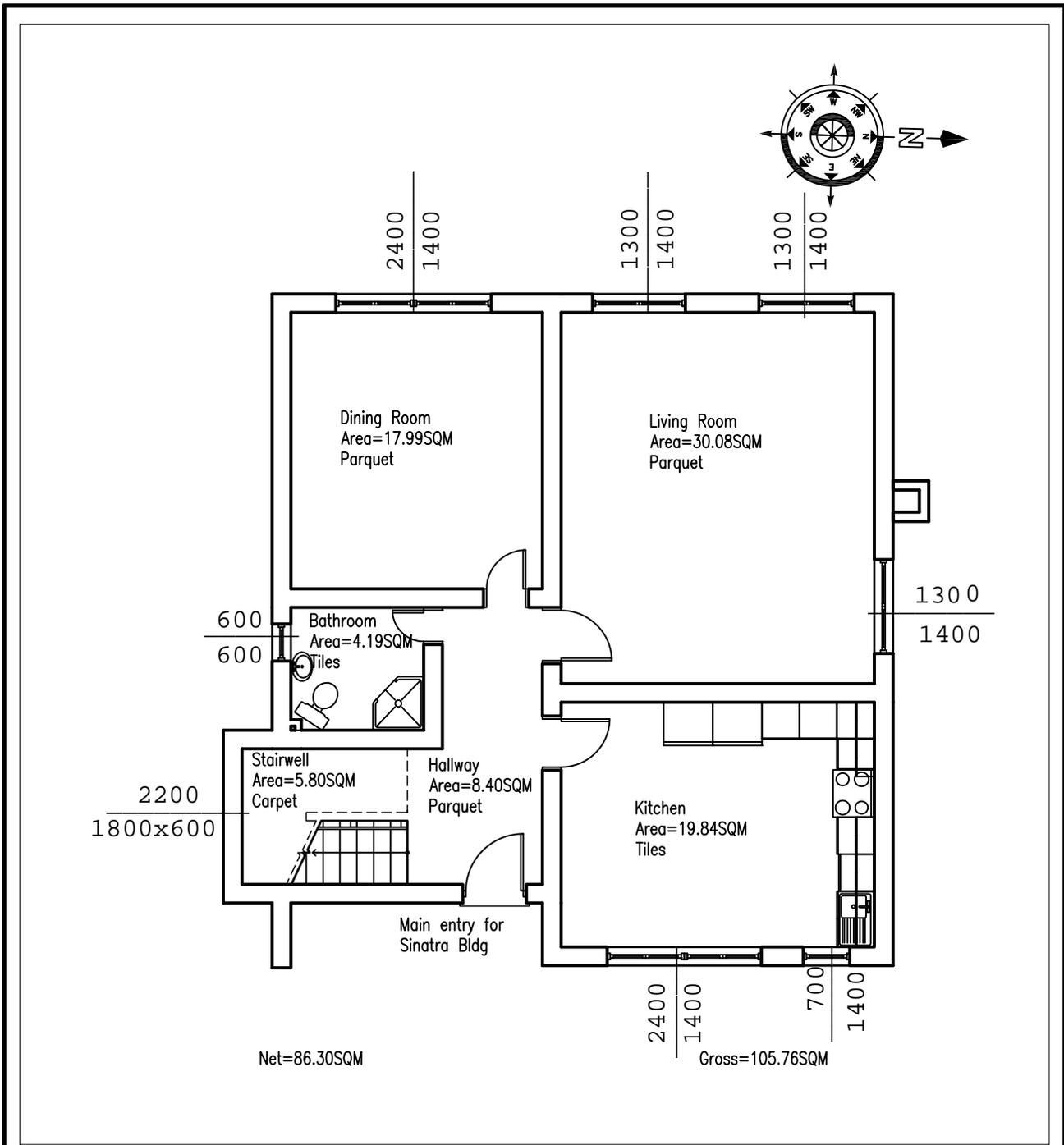
SHEET TITLE  
A- BLFP 01 SINATRA HOUSE WITH AREA  
DIMENSIONS

PROJECT  
FY 10 PROJ 023 SINATRA HOUSE

REF:  
PROJECT NO: FY 10 PROJ 023 SINATRA HOUSE  
DATE: 05/03/2010  
CAD DWG FILE: 001 A.DWG  
DRAWN BY: Arch Aferdita S PASOMA  
CHK'D BY: GSO Dennie R. EGE

DRAWING SCALE 1:100  
CAD PLOT SCALE 1:1

DRAWING  
001



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REF:  
 PROJECT NO: FY 10 PROJ 023 SINATRA HOUSE  
 DATE: 05/03/2010  
 CAD DWG FILE: 002 A-FLFP 02 SINATRA HOUSE WITH AREA DIMENSIONS.DWG  
 DRAWN BY: Arch Aferdita S PASOMA  
 CHK'D BY: GSO Dennie R. EGE

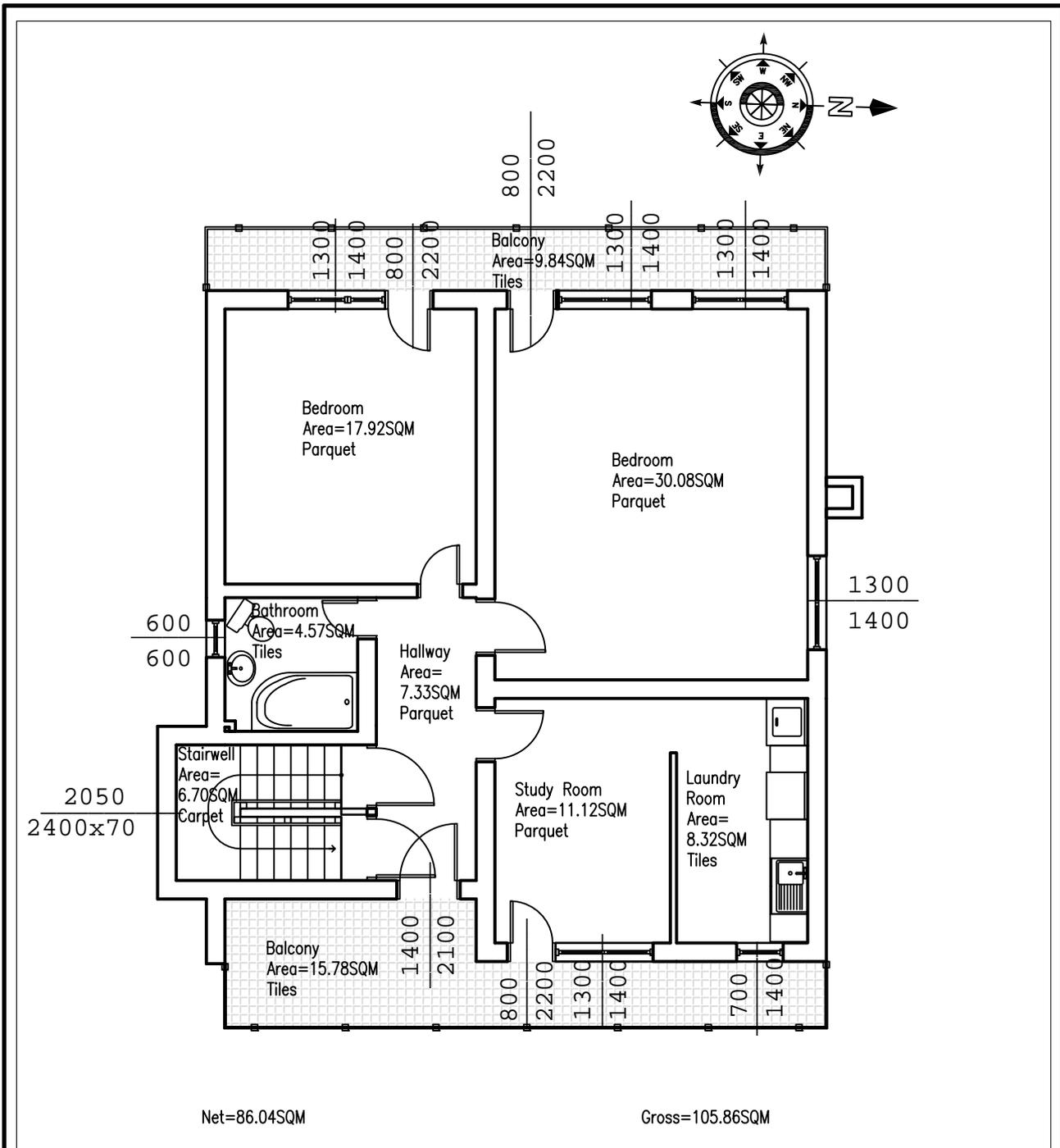


SHEET TITLE  
 A- FLFP 02 SINATRA HOUSE WITH AREA DIMENSIONS

PROJECT  
 FY 10 PROJ 023 SINATRA HOUSE

DRAWING SCALE 1:100  
 CAD PLOT SCALE 1:1

DRAWING  
 002



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REF:  
 PROJECT NO: FY 10 PROJ 023 SINATRA HOUSE  
 DATE: 05/03/2010  
 CAD DWG FILE: 003 A- SLFP 03 SINATRA HOUSE WITH AREA DIMENSIONS.DWG  
 DRAWN BY: Arch Aferdita S PASOMA  
 CHK'D BY: GSO Dennie R. EGE



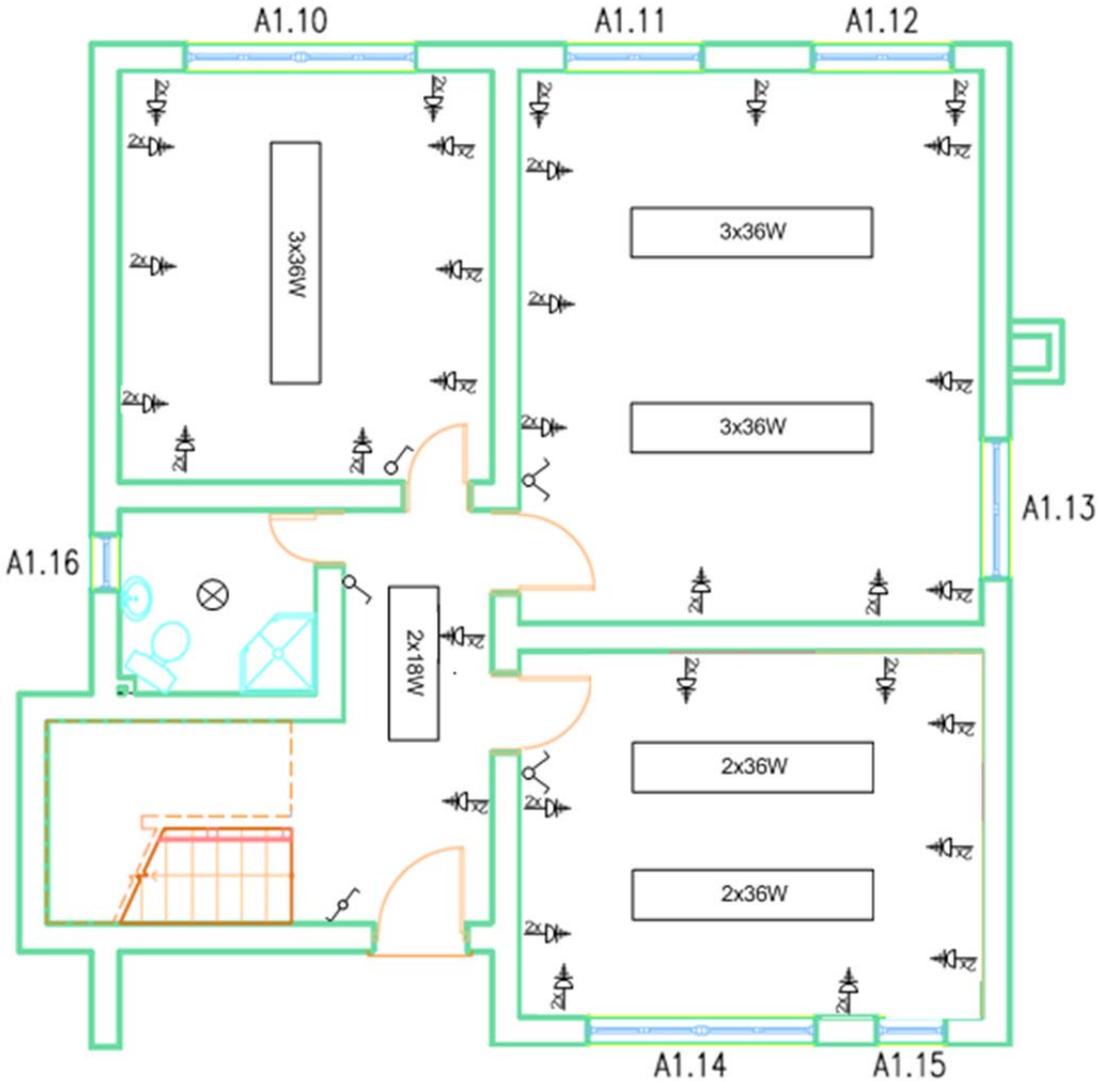
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 A- SLFP 03 SINATRA HOUSE WITH AREA DIMENSIONS

**PROJECT**  
 FY 10 PROJ 023 SINATRA HOUSE

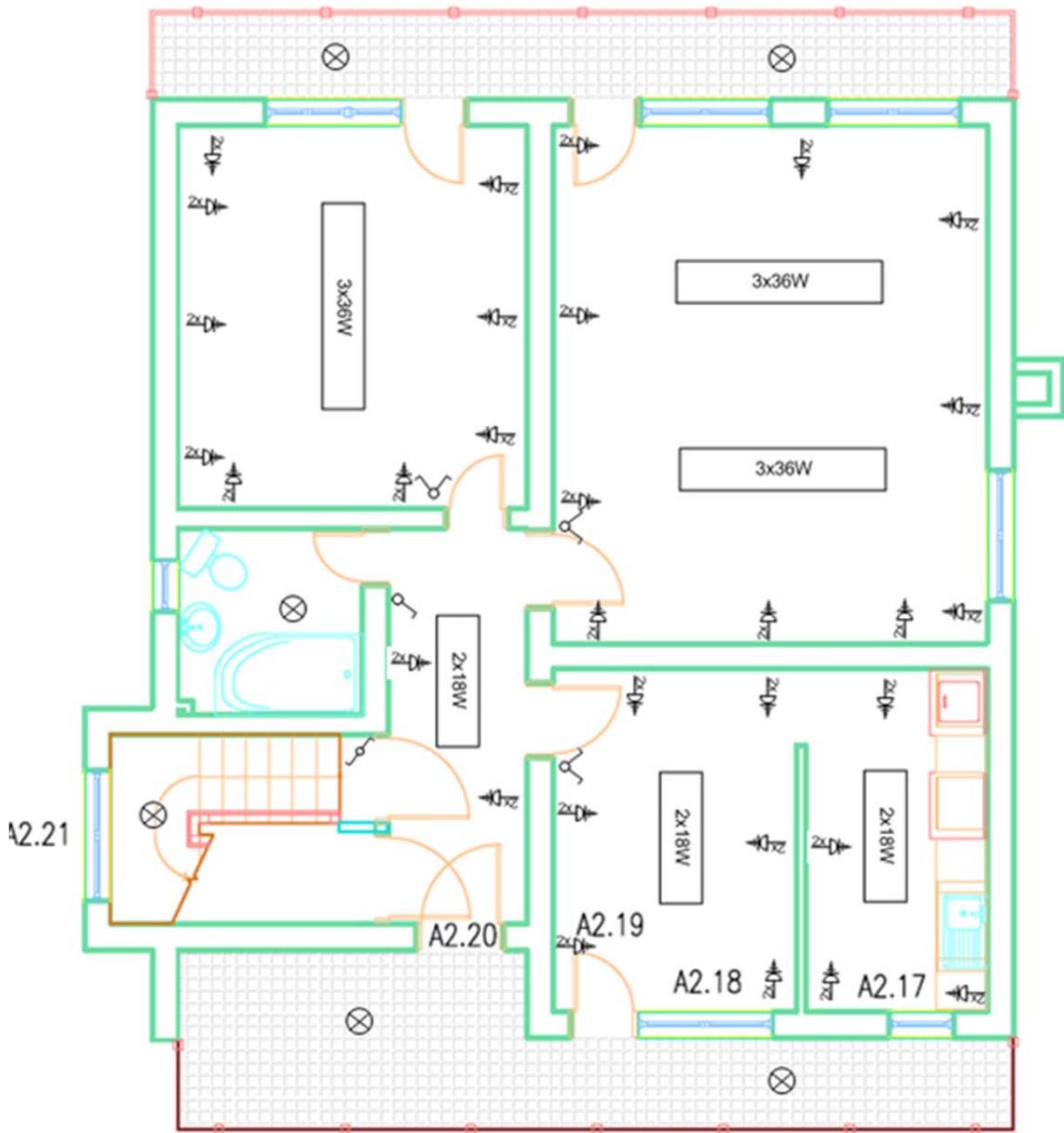
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**DRAWING**  
 003

# ELECTRICAL WORK FIRST FLOOR



# ELECTRICAL WORK SECOND FLOOR



**Legend:**

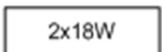
⊗ - Round light fixture

 - Mono phase outlet (double)

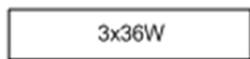
 - Light switch single

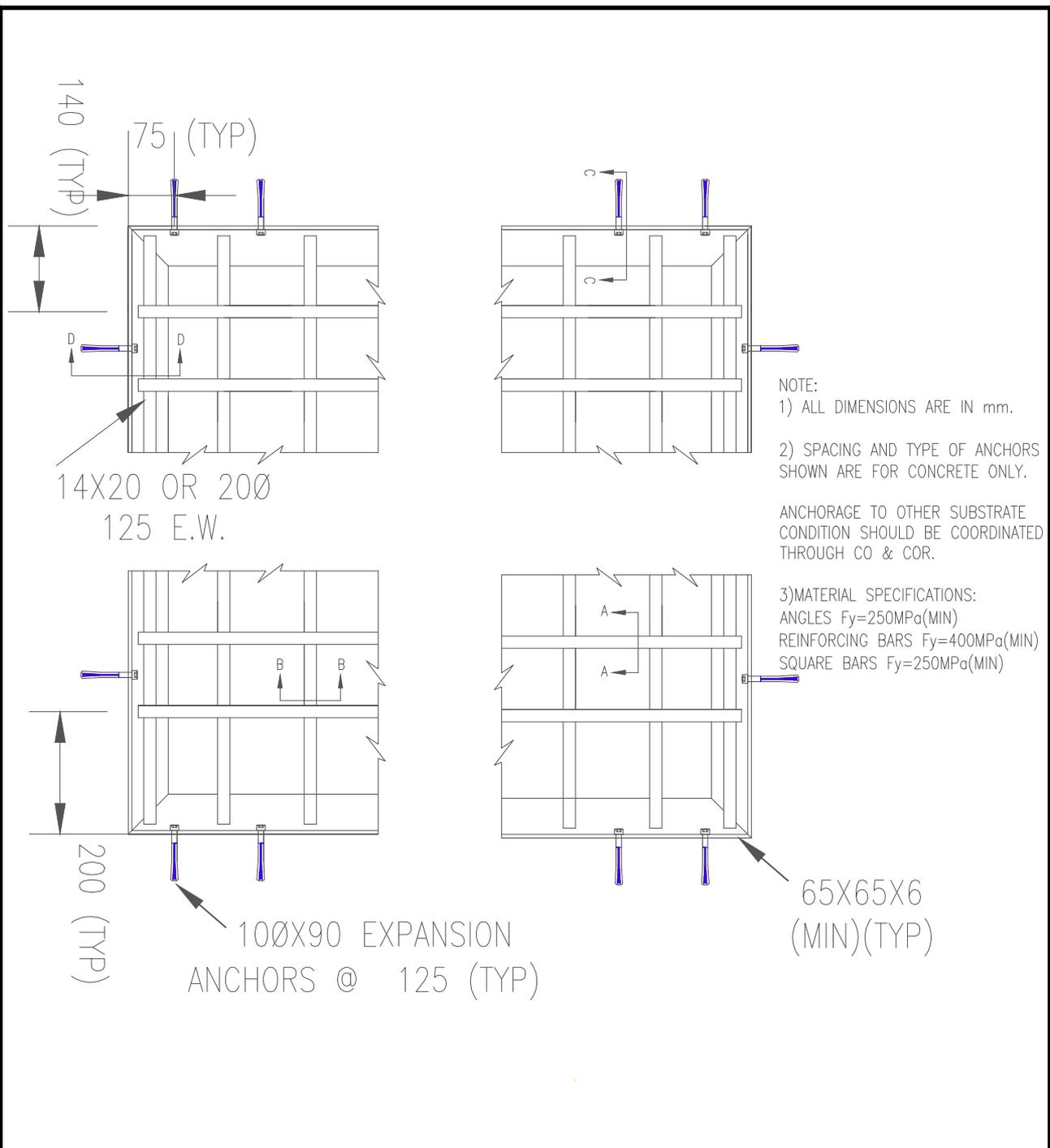
 - Light switch double

 - Light switch alternative

 - Fluorescent light fixture 2 x 18Watt

 - Fluorescent light fixture 2 x 36Watt

 - Fluorescent light fixture 3 x 36Watt



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Department of State

SHEET TITLE  
DETAIL FORCED ENTRY (FE)

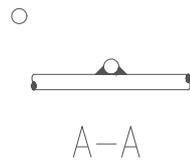
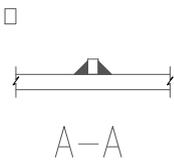
PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

REF:  
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PROJ SINATRA, MUSIC & VILA ARNEZ  
DATE: 04/30/2011  
CAD DWG FILE: A0.01 SINATRA, MUSIC AND VILA ARNEZ PROJ  
FORCED ENTRY (FE) GRILLES DETAILS.DWG  
DRAWN BY: Arch Aferdita S PASOMA  
CHK'D BY: GSO Todd M. KATSCHKE

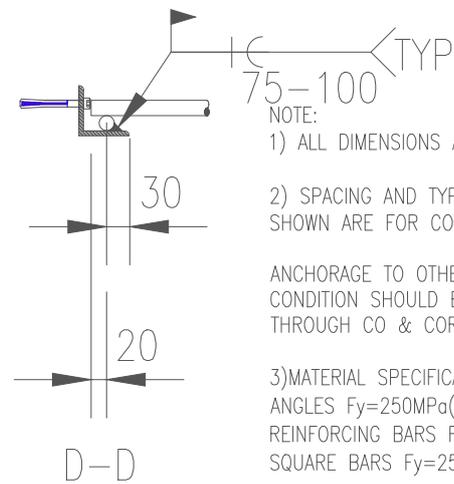
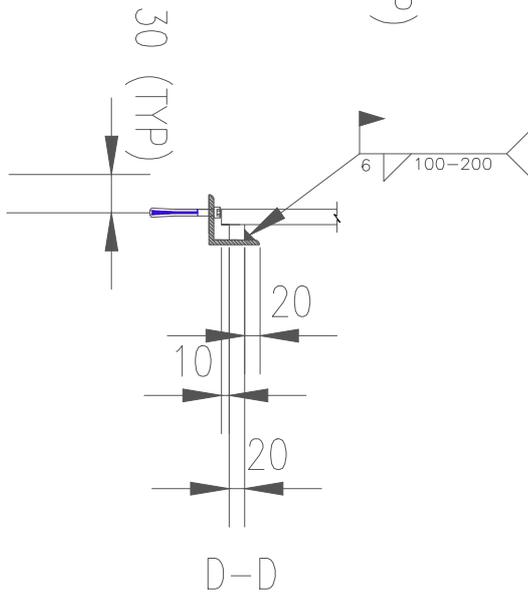
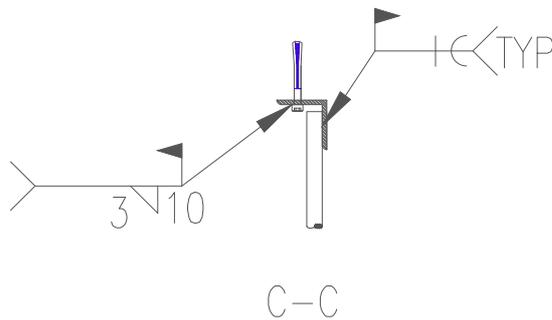
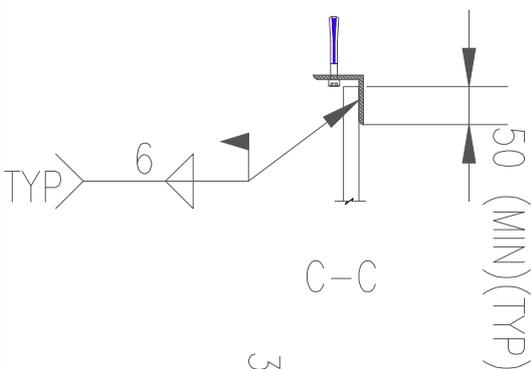
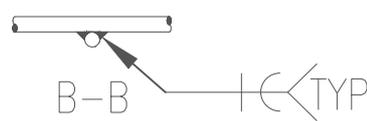
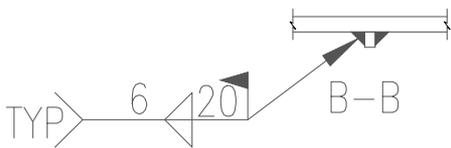
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CAD PLOT SCALE 1:1

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A0.010

SQUARE BARS



REINFORCING BARS



NOTE:  
 1) ALL DIMENSIONS ARE IN mm.  
 2) SPACING AND TYPE OF ANCHORS SHOWN ARE FOR CONCRETE ONLY.  
 ANCHORAGE TO OTHER SUBSTRATE CONDITION SHOULD BE COORDINATED THROUGH CO & COR.  
 3) MATERIAL SPECIFICATIONS:  
 ANGLES  $F_y=250\text{MPa}(\text{MIN})$   
 REINFORCING BARS  $F_y=400\text{MPa}(\text{MIN})$   
 SQUARE BARS  $F_y=250\text{MPa}(\text{MIN})$

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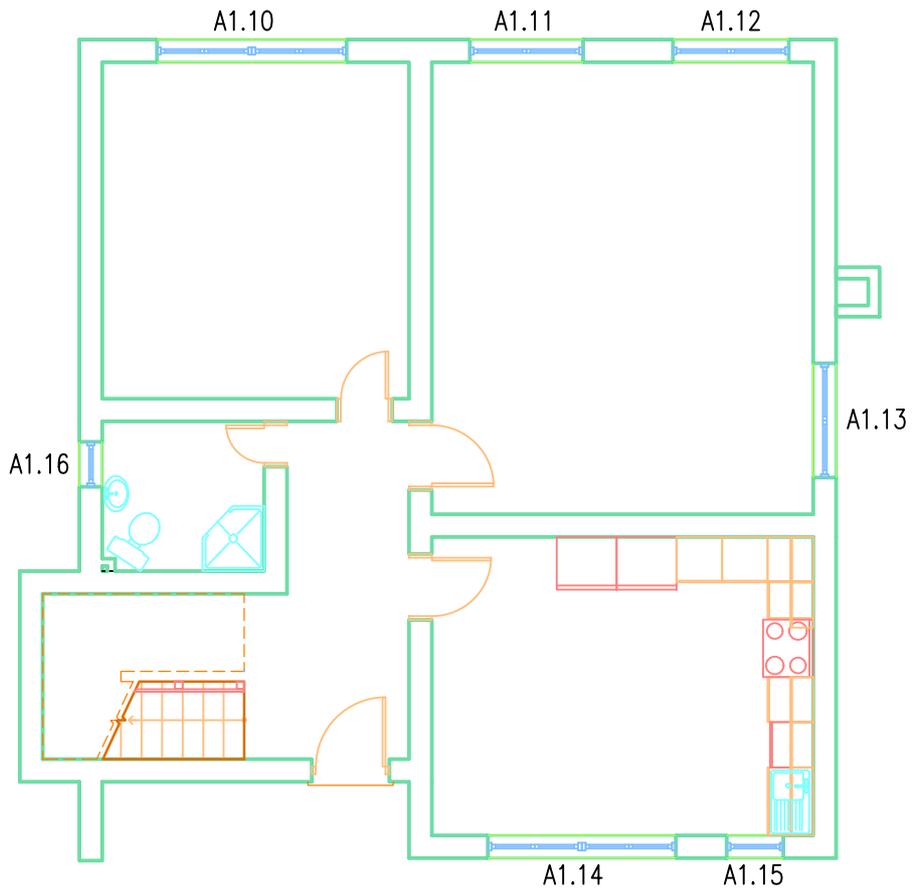
SHEET TITLE  
 DETAIL FORCED ENTRY (FE)

PROJECT  
 FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
 PROJECT SINATRA, MUSIC & VILA ARNEZ

REF:  
 PROJECT NO: FY 011 PROJ 003 FORCED ENTRY (FE) GRILLES  
 DATE: 04/30/2011  
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 FORCED ENTRY (FE) GRILLES DETAILS.DWG  
 DRAWN BY: Arch Aferdita S PASOMA  
 CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE N/A  
 CAD PLOT SCALE 1:1

DRAWING  
 A0.02



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SHEET TITLE  
02 A-FFLP 01 SINATRA PALACE BLDG 02

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

DRAWING SCALE 1:100  
CAD PLOT SCALE 1:1

DRAWING  
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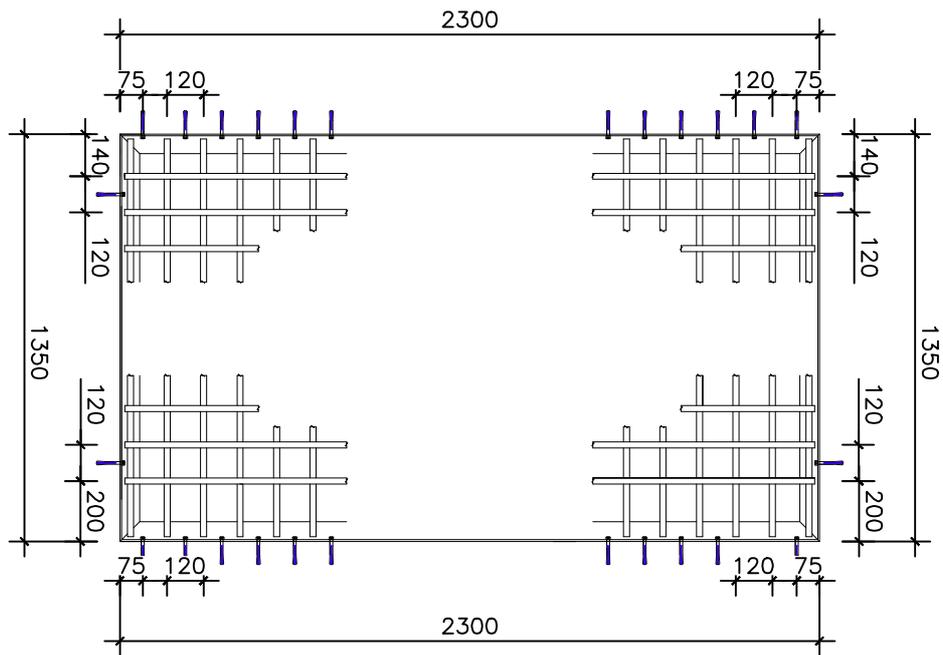
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PROJ SINATRA, MUSIC & VILA ARNEZ

DATE: 04/25/2011

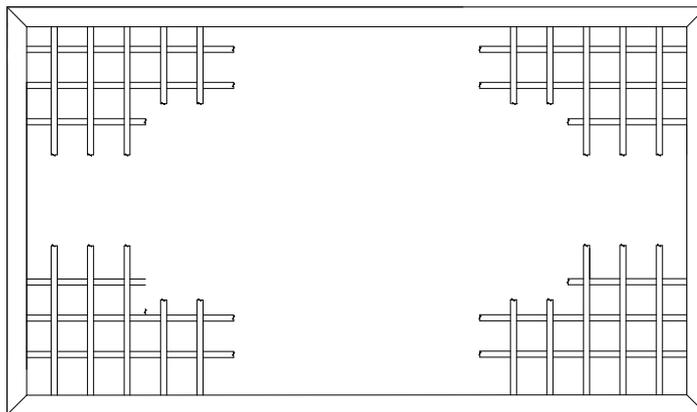
CAD DWG FILE: A1.00 02 A-FFLP 01 SINATRA BLDG 02.DWG

DRAWN BY: Arch Aferdita S PASOMA

CHK'D BY: GSO Todd M. KATSCHKE



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

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SHEET TITLE  
SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK WINDOW A1.10

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A1.10

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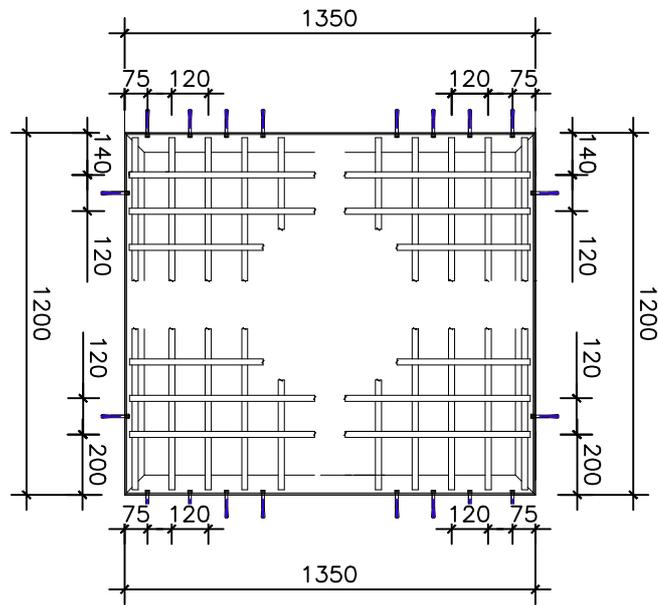
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PROJ SINATRA, MUSIC & VILA ARNEZ

DATE: 04/25/2011

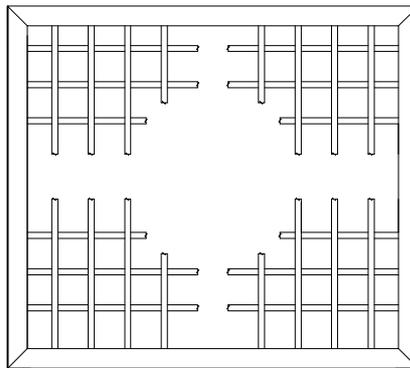
CAD DWG FILE: A1.10 SINATRA BLDG FIRST FLOOR FORCED ENTRY (FE)  
GRILLES NEW WORK WINDOW 10-DINNING ROOM.DWG

DRAWN BY: Arch Aferdita SPASOMA

CHK'D BY: GSO Todd M. KATSCHKE



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

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SHEET TITLE  
SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK WINDOW A1.11

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

REF:

PROJECT NO: FY 011 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJ SINATRA, MUSIC & VILA ARNEZ

DATE: 04/25/2011

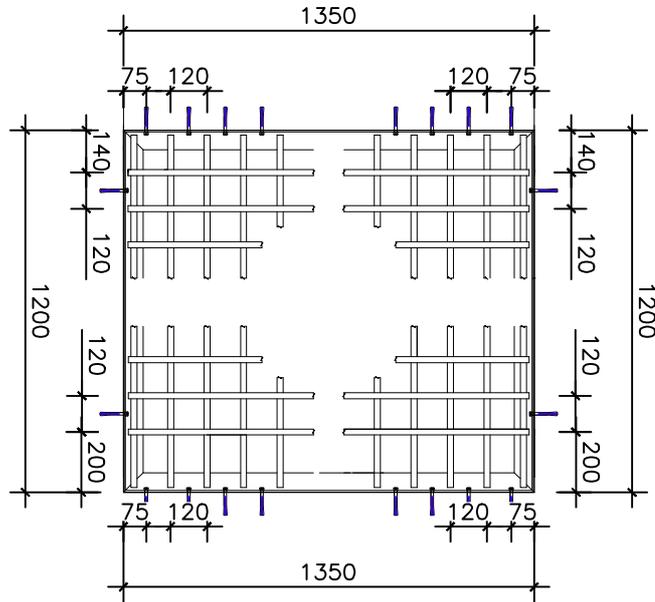
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ENTRY (FE) GRILLES NEW WORK WINDOW 11

DRAWN BY: Arch Aferdita S'PASOMA

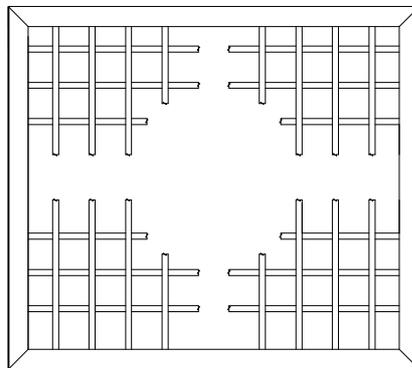
CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A1.11



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

UNITED STATES  
EMBASSY  
PRISTINA, KOSOVO



United States  
Department of State

SHEET TITLE  
SINATRA FIRST FLOOR SINATRA FORCED  
ENTRY (FE) GRILLE NEW WORK WINDOW A1.12

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A1.12

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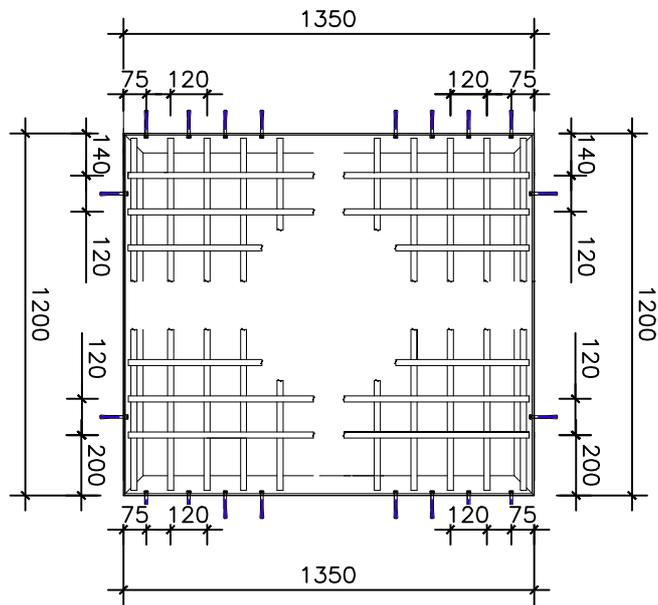
PROJECT NO: FY 011 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJ SINATRA, MUSIC & VILA ARNEZ

DATE: 04/26/2011

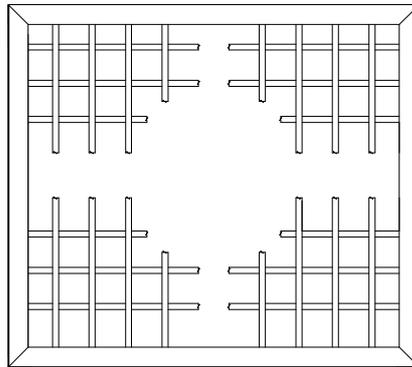
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(FE) GRILLES NEW WORK WINDOW 12 - LIVING

DRAWN BY: Arch Aferdita S PASOMA

CHK'D BY: GSO Todd M. KATSCHKE



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

UNITED STATES  
EMBASSY  
PRISTINA, KOSOVO



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Department of State

SHEET TITLE  
SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK WINDOW A1.13

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A1.13

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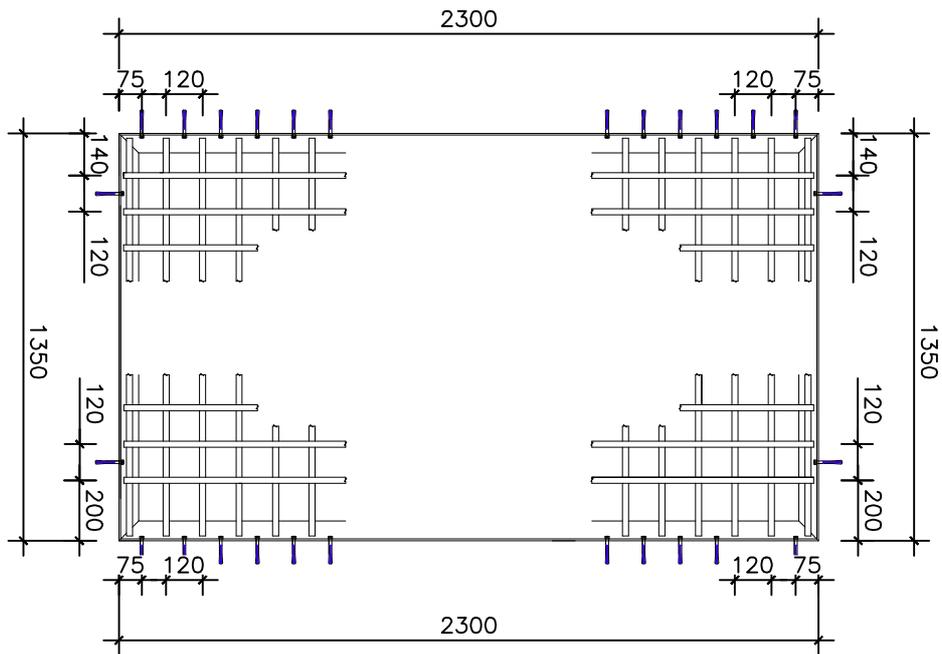
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PROJ SINATRA, MUSIC & VILA ARNEZ

DATE: 04/26/2011

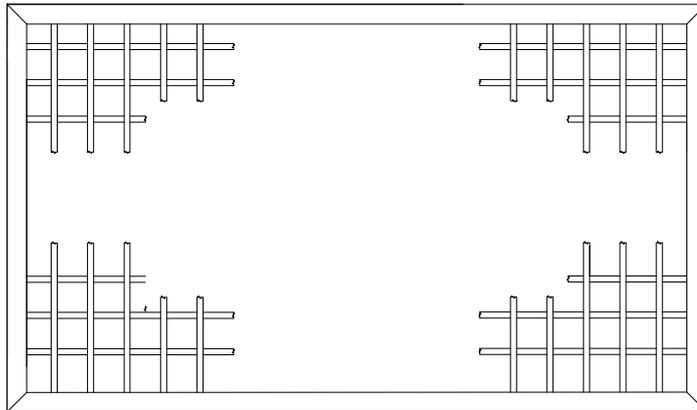
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(FE) GRILLES NEW WORK WINDOW 13-LIVING

DRAWN BY: Arch Aferdita S PASOMA

CHK'D BY: GSO Todd M. KATSCHKE



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

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Department of State

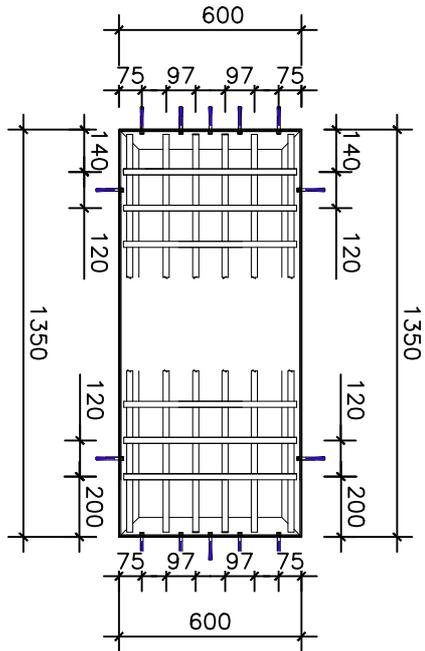
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PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

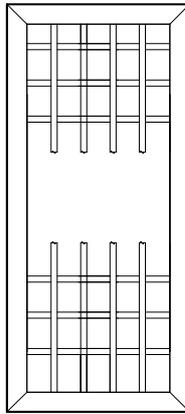
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PROJ SINATRA, MUSIC & VILA ARNEZ  
DATE: 04/26/2011  
CAD DWG FILE: A1.14 SINATRA BLDG FIRST FLOOR FORCED ENTRY  
(FE) GRILLES NEW WORK WINDOW A1.14  
DRAWN BY: Arch Aferdita S PASOMA  
CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A1.14



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

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EMBASSY  
PRISTINA, KOSOVO



United States  
Department of State

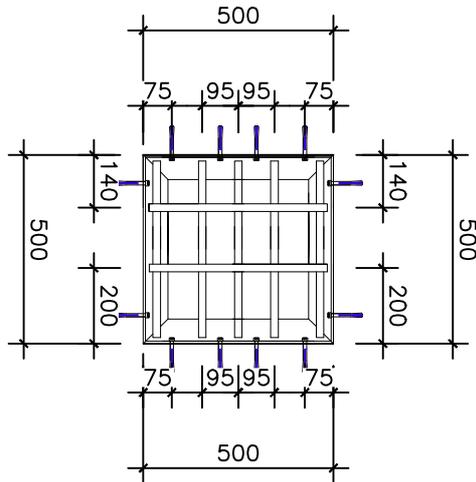
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PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

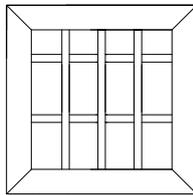
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PROJ SINATRA, MUSIC & VILA ARNEZ  
DATE: 04/26/2011  
CAD DWG FILE: A1.15 SINATRA BLDG FIRST FLOOR FORCED ENTRY  
(FE) GRILLES NEW WORK WINDOW 15 - KITCHEN.DWG  
DRAWN BY: Arch Aferdita S PASOMA  
CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A1.15



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

UNITED STATES  
EMBASSY  
PRISTINA, KOSOVO



United States  
Department of State

SHEET TITLE  
SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK WINDOW A1.16

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

DRAWING SCALE 1:20  
CAD PLOT SCALE 1:1

DRAWING  
A1.16

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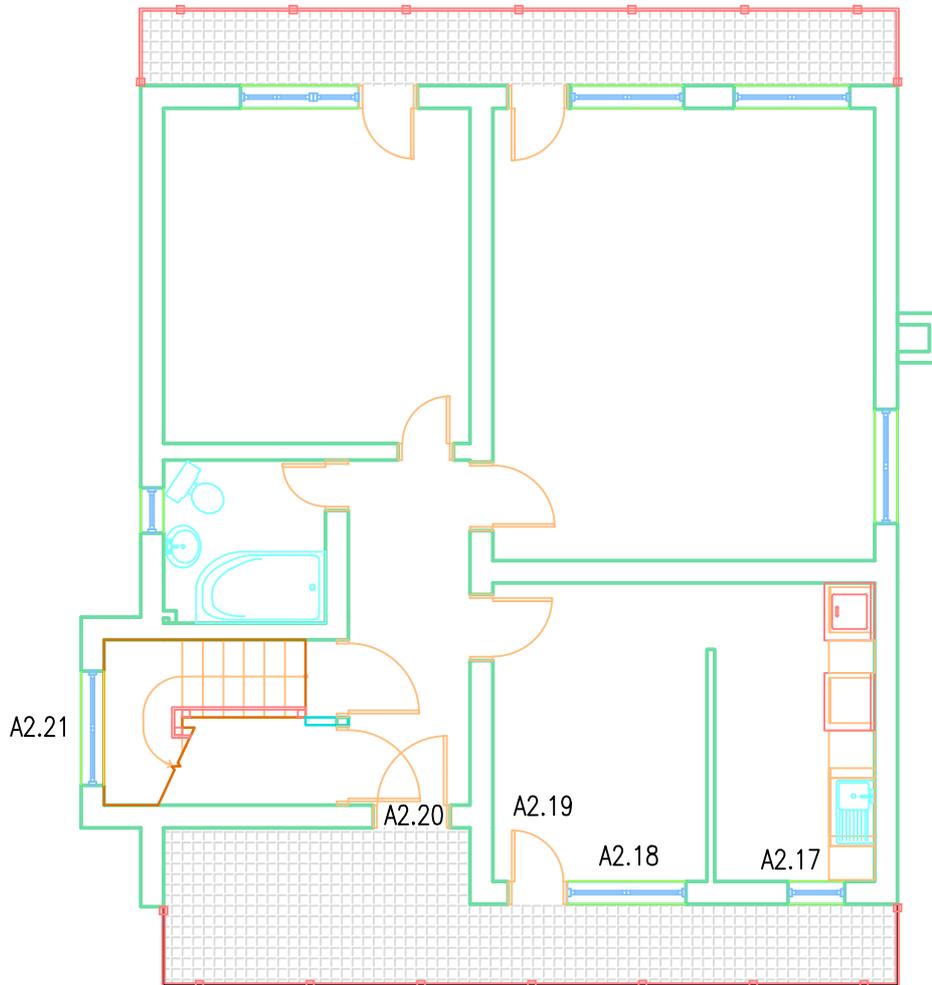
PROJECT NO: FY 011 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA, MUSIC & VILA ARNEZ

DATE: 04/26/2011

CAD DWG FILE: A1.16 SINATRA BLDG FIRST FLOOR FORCED  
ENTRY (FE) GRILLES NEW WORK WINDOW 16-

DRAWN BY: Arch Alerdita S PASOMA

CHK'D BY: GSO Todd M. KATSCHKE



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PRISTINA, KOSOVO



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Department of State

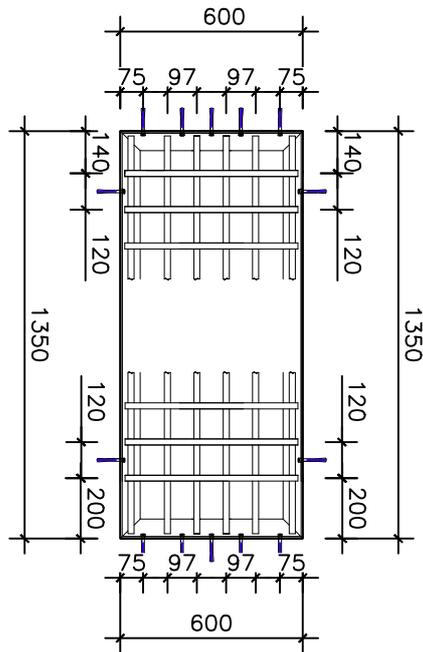
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03 A-SFLP 02 SINATRA PALACE BLDG 03

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA PALACE

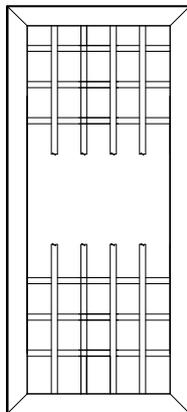
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PROJ SINATRA PALACE  
DATE: 04/25/2011  
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DRAWN BY: Arch Aferdita S PASOMA  
CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE 1:100  
CAD PLOT SCALE 1:1

DRAWING  
A2.00



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

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PRISTINA, KOSOVO



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Department of State

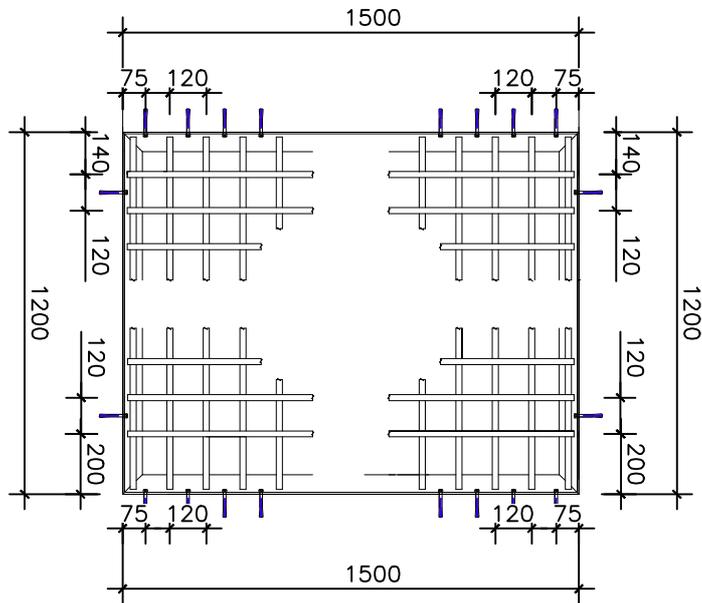
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GRILLE NEW WORK WINDOW A2.17

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA PALACE

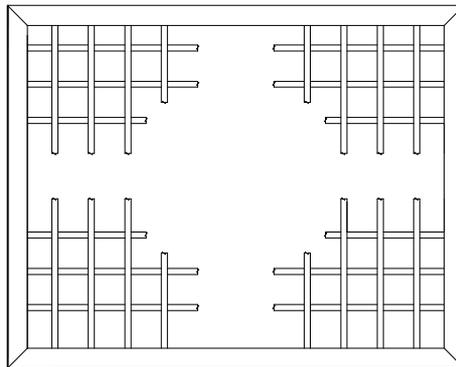
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PROJ SINATRA PALACE  
DATE: 04/26/2011  
CAD DWG FILE: A2.17 SINATRA BLDG SECOND FLOOR  
FORCED ENTRY (FE) GRILLES NEW WORK  
DRAWN BY: Arch Aferdita SPASOMA  
CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A2.17



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

UNITED STATES  
EMBASSY  
PRISTINA, KOSOVO



United States

Department of State

SHEET TITLE  
SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK WINDOW A2.18

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA PALACE

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A2.18

REF:

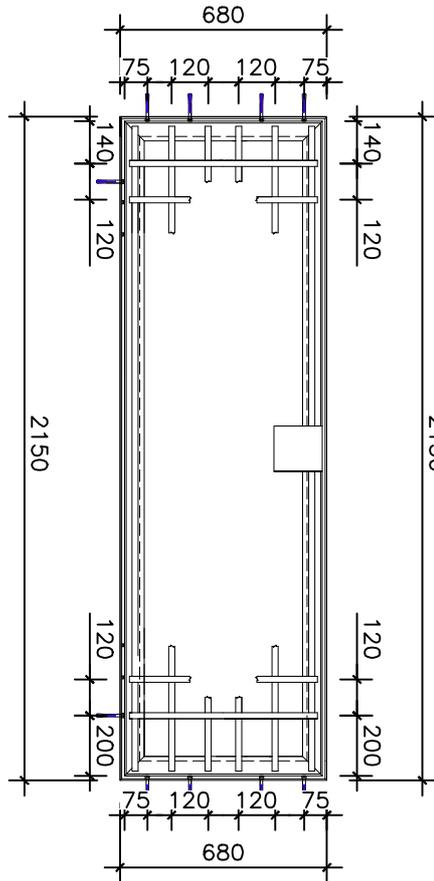
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PROJ SINATRA PALACE

DATE: 04/26/2011

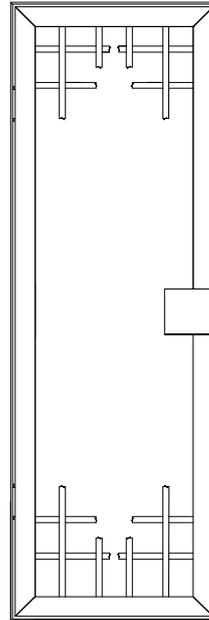
CAD DWG FILE: A2.18 SINATRA BLDG SECOND FLOOR FORCED ENTRY (FE) GRILLES NEW WORK WINDOW18 - STUDY.DWG

DRAWN BY: Arch Aferdita S PASOMA

CHK'D BY: GSO Todd M. KATSCHKE



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

UNITED STATES  
EMBASSY  
PRISTINA, KOSOVO



United States  
Department of State

SHEET TITLE  
SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK DOOR A2.19

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA PALACE

REF:

PROJECT NO: FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJ SINATRA PALACE

DATE: 04/26/2011

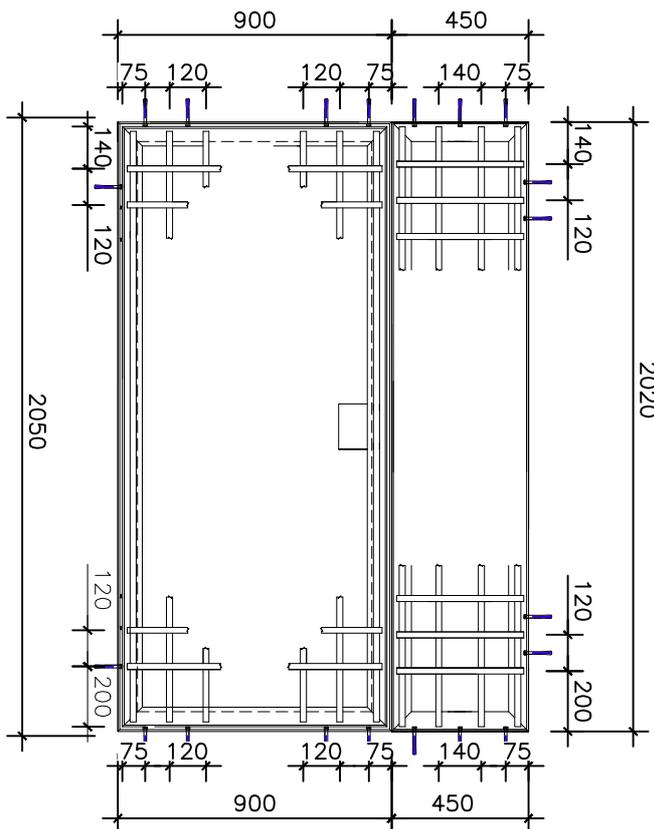
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FORCED ENTRY (FE) GRILLES NEW WORK

DRAWN BY: Arch Aferdita S PASOMA

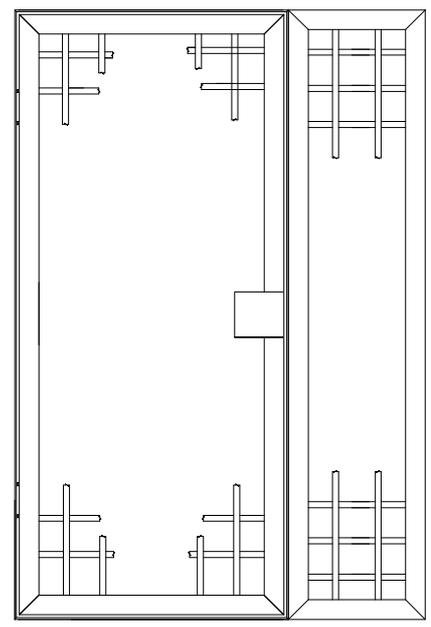
CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

DRAWING  
A2.19



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

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EMBASSY  
PRISTINA, KOSOVO



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Department of State

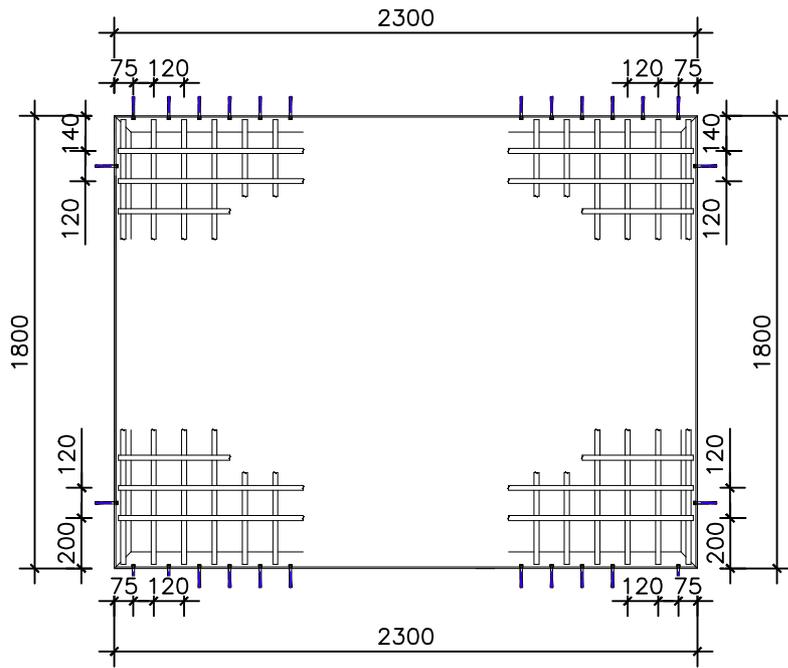
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SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK DOOR A2.20

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA PALACE

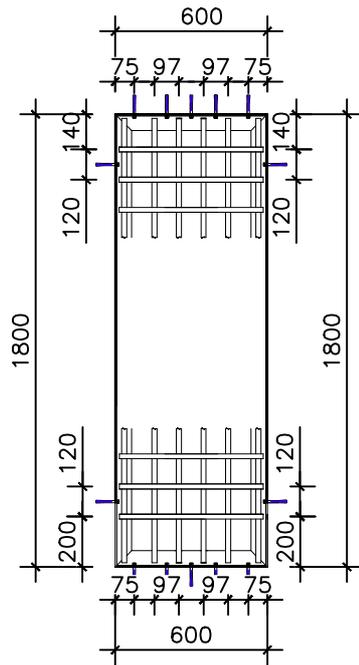
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PROJ SINATRA PALACE  
DATE: 04/26/2011  
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ENTRY (FE) GRILLES NEW WORK DOOR 20 - HALLWAY.DWG  
DRAWN BY: Arch Aferdita S PASOMA  
CHK'D BY: GSO Todd M. KATSCHKE

DRAWING SCALE 1:25  
CAD PLOT SCALE 1:1

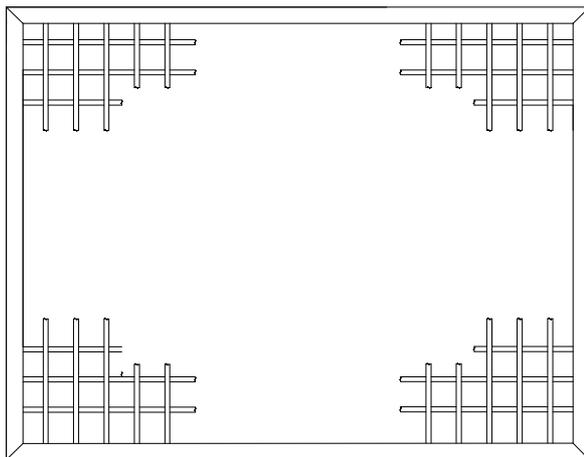
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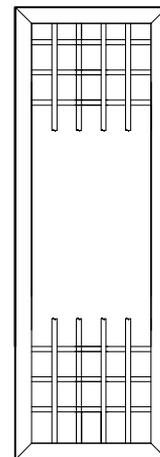
SECURITY GRILLES BACK VIEW



LEFT & RIGHT SIDE SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW



LEFT & RIGHT SIDE SECURITY GRILLES FRONT VIEW

NOTE: THIS POSITION DETAIL MEASUREMENT MUST BE TAKEN IN PLACE TWO SIDE GRILLES (LEFT & RIGHT) MUST TO BE WELD TO FRONT OF SECURITY GRILL

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United States  
Department of State

SHEET TITLE  
SINATRA FIRST FLOOR FORCED ENTRY (FE)  
GRILLE NEW WORK WINDOW A2.21A

PROJECT  
FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJECT SINATRA PALACE

REF:

PROJECT NO: FY 011 PROJ 003 FORCED ENTRY (FE) GRILLES  
PROJ SINATRA PALACE

DATE: 04/26/2011

CAD DWG FILE: A2.21A SINATRA BLDG SECOND FLOOR FORCED ENTRY  
(FE) GRILLES NEW WORK WINDOW21A -

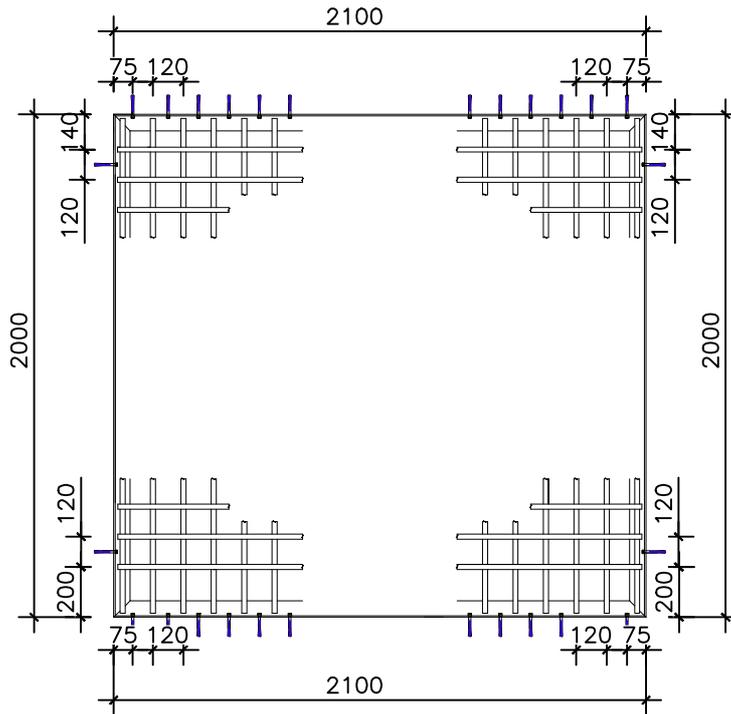
DRAWN BY: Arch Aferdita S PASOMA

CHK'D BY: GSO Todd M. KATSCHKE

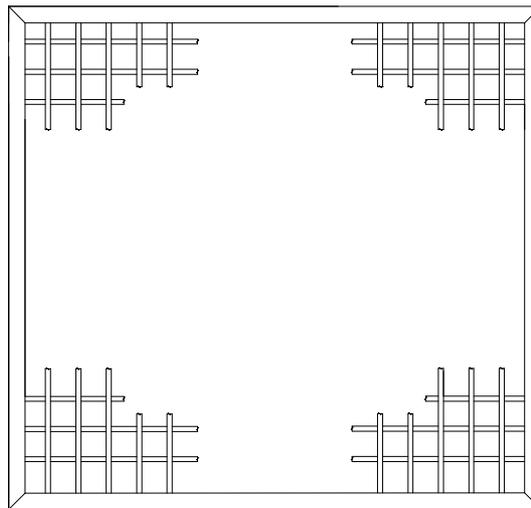
DRAWING SCALE 1:25

CAD PLOT SCALE 1:1

DRAWING  
A2.21A



SECURITY GRILLES BACK VIEW



SECURITY GRILLES FRONT VIEW

NOTE: THIS POSITION MUST BE INSTALLED ON THE INTERIOR SIDE ANCHORED TO THE WALL  
 DETAIL MEASUREMENT MUST BE TAKEN IN PLACE

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United States  
 Department of State

SHEET TITLE  
 SINATRA FIRST FLOOR FORCED ENTRY (FE)  
 GRILLE NEW WORK WINDOW 2.21B

PROJECT  
 FY 11 PROJ 003 FORCED ENTRY (FE) GRILLES  
 PROJECT SINATRA PALACE

DRAWING SCALE 1:25  
 CAD PLOT SCALE 1:1

DRAWING  
 A2.21B

REF:

PROJECT NO: FY 011 PROJ 003 FORCED ENTRY (FE) GRILLES  
 PROJ SINATRA PALACE

DATE: 04/26/2011

CAD DWG FILE: A2.21B SINATRA BLDG SECOND FLOOR FORCED ENTRY  
 (FE) GRILLES NEW WORK WINDOW 21B -

DRAWN BY: Arch Aferdita S PASOMA

CHK'D BY: GSO Todd M. KATSCHKE

FY 11 PROJECT 004 – OFFICE RECONFIGURATION PROJECT  
Statement of Work  
SINATRA BUILDING

**Guidelines and Instructions**

**HOT WORK PERMIT**

Whenever welding or cutting must be done in areas not specifically designed for this type of work, the area should be inspected and written authorization granted by the individual responsible for the hot work program. This should be done prior to the beginning of any work. A hot work permit is defined as: (1) Any operation or equipment which produces a flame or which may be a source of ignition for flammable gases and vapors by producing surface temperatures greater than 302°F (150°C). (2) Any maintenance or construction work which, as a result of friction, will generate a spark (grinding, chipping, drilling, hammering, or any material flow which can create static electricity).

**By signing this permit, you are required to read and comply with the following instructions to prevent fire and other hazards during welding operations:**

**By signing this permit, you are required to read and comply with the following instructions to prevent fire and other hazards during welding operations.**

1. Ensure that the sprinkler system is in service.
2. Sweep floors clean.
3. Wet combustible floors or cover them with sheet metal or other noncombustible material.
4. Remove all flammable liquids and oil deposits from the work area.
5. Move combustible material at least 35 feet away from the work area.
6. Station fire watch personnel with small hose or extinguisher to smother fires started by sparks.
7. Do not work on walls or ceilings containing combustible insulation.
8. This work permit is not valid for confined spaces and tanks. Refer to requirements in section 9.1 and 10.1 of the Safety, Occupational Health and Environment Management Resource Guide.
9. Remove combustible material from ducts and enclosed equipment.
10. Fire watch personnel must remain at the work area at least one half hour after the job is completed to suppress any fire and to ensure that there is no fire in adjoining areas.

**A copy of this Hot Work Permit is to be maintained in the POSHO's files.**

FY 11 PROJECT 004 - OFFICE RECONFIGURATION PROJECT  
 Statement of Work  
 SINATRA BUILDING



U.S. Department of State

Safety, Health and Environmental Management

**MAINTENANCE WORK AUTHORIZATION**

*(This permit is valid only for the area and work stated on this permit and only on the date issued)*

**Permit Issuance Information**

Permit Number	Date (mm-dd-yyyy)
Permit Issued by	Date (mm-dd-yyyy)

**Work Assignment Information**

Time Started	Time Finished
Building Name and Address	
Floor Number and Location on Floor	
Nature of Job	

**Operator Information**

Print Operator's Name and Title
Operator's Address

I, \_\_\_\_\_  
Operator's Signature  
 agree to follow the safety guidelines and instructions necessary to complete this work safely.

**Supervisory Information**

Supervisor in Charge - Print Name and Title
---

I, \_\_\_\_\_  
Supervisor's Signature  
 agree to enforce the safety guidelines and instructions necessary to complete this work safely.

**A copy of this Hot Work Permit is to be maintained in the POSHO's files.**

FY 11 PROJECT 004 - OFFICE RECONFIGURATION PROJECT  
Statement of Work  
SINATRA BUILDING

**SITE WORK SCHEDULE & CIRCUMSTANCES:**

- Please note that the building it is NOT occupied by USEP staff.
- All supplies (electric, water, sewer, telecommunications) needs to be operated properly for the house during the site work.
- Contractor has to share car park using with office staff during site work. -The site work needs to be done as fast as it can.
- Contractor shall make an effort for saving the existing condition of the surrounding garden and covered areas. -Contractor must install a framed plastic sheet protector on those windows/doors, which are close to the work site.
- Contractor shall collect and transport all removed materials day by day because there is no space enough on the site for keeping there lots of materials in same time.
- Contractor shall make and submits a material delivering time schedule -and have this schedule accepted by USEP technical representative- from the main and big amount of the building materials.
- These materials shall be transported to the site one day earlier only (no more) than it needed actually. There is contractor responsibility for protecting outdoor marble staircases condition as in original during work period.

**CONDITIONS:**

**Temporary Work**

Advance approval by the COR is required for scaffoldings and/or bucket cranes or any temporary structures necessary to accomplish the project.

**Protection of Work and Clean up**

All work, either in progress or in a completed state under this contract, shall be continuously protected by the contractor against damage, and shall be so secured as to preclude any accident or damage to adjacent property or personnel, until turned over to and accepted by the Government. Upon completion of the project the local Contractor shall thoroughly clean the entire construction area prior to turnover to the GOV. Any damage caused by contractor in work area must be repaired by contractor, inspected and reported by COR or payment made in order to hire another party to repair the damage.

FY 11 PROJECT 004 - OFFICE RECONFIGURATION PROJECT  
Statement of Work  
SINATRA BUILDING

**Site Safety**

The excavation work zone must be clearly marked with warning signs and yellow plastic safety tape fixed to wood posts.

Local contractor must comply with safety standards to protect chancery employees, the public and local contractor workers from injuries and accidents.

Local contractor will be held liable for injuries or accidents sustained due to negligence by the local contractor during the course of this project.

**Disposal of Debris**

The contractor shall dispose of all debris on a daily basis outside the USEP premises in compliance with applicable local codes.

**Protection of Embassy Equipment**

The local contractor must make sure that Embassy equipment and property in the work zone or surrounding areas are protected to prevent them from possible damage during construction.

Should any repair or change have to be done due negligence by the local contractor or its workers, the local contractor will be responsible for the cost incurred in the repair.

**Materials:**

All the materials to be used for the contract work shall meet or exceed required standards. All delivered materials for project should be stored in indicated area so as not to damage property/grass.

**Hazardous Materials**

The contractor shall provide the COR a hazardous material (HM) inventory and material safety data sheets (MSDS) in English before such HM comes to the work site.

**Contractor' Personnel**

The contractor shall insure that all personnel employed in the performance of this contract are qualified and possess the necessary licenses required in their respective trades. Contractor must provide all materials, tools and all necessary scaffolds. Workers must wear safety equipment appropriate for the task being performed, including hearing and eye protection.

**Schedule of Work**

No work on site shall be commenced without the COR's approval on the work schedule to be submitted by the contractor. No work on site shall be performed on Kosovar and American holidays, Saturdays and Sundays. The contractor shall complete the work within 25 working

FY 11 PROJECT 004 - OFFICE RECONFIGURATION PROJECT  
Statement of Work  
SINATRA BUILDING

days -on the site- after commencement of the work. Exceptions can be granted subject to climatic conditions by the COR and/or contracting officer. Work should be accomplished based on COR instructions and contractor should inform COR if there are any obstacles to accomplishing project within projected time frame.

**Contractor's Submittal**

The contractor shall submit a work plan and schedule, setting forth date, time, contents of work, personnel and time line to completion in English for approval by the COR.

**Two Year Guarantee**

The contractor shall guarantee materials and workmanship of the work completed under this contract for a two-year period from the date of the Government's acceptance of the completed work. During this period, the Contractor shall correct and repair, at his own expense, any damages that may occur in connection with the work performed under this contract. The Contractor shall provide all labor, materials, and equipment, at their own expense, to perform the repair. The repair must be completed within four (4) weeks from Notice of Damage(s).

**Security procedure:**

Contractor should inform COR 5 working days prior to when work will start, in order to coordinate and inform RSO, and to provide required escorting. All delivered materials for project must be checked by LGF, guard will provide assistance for entry. All contract workers must wear visitor badges provided by Guards in exchange for their personal ID cards; contract workers must be escorted by USEP/GSO/M&R staff, they are not allowed to move about without escort. Contractor must provide ID copies of entire staff that will work on this project and Company vehicle information that will be used during this project.

**Inspection and Acceptance by COR**

The COR, or COR's designee has a right to inspect and test all work called for by the contract, therefore, the Contractor shall accept the inspections by the COR or COR's designee. If any of the work does not conform to the contract requirements, the Government may require the Contractor to perform the services again in conformity with the contract requirements, at no additional cost to the Government.

FY 11 PROJECT 004 - OFFICE RECONFIGURATION PROJECT  
Statement of Work  
SINATRA BUILDING

**Bid submission:**

Bid should be placed into the envelope, sealed, and to be returned to the GSO Office located at Nazim Hikmet #30 Pristina. All project information from: Todd Katschke.