



EMBASSY OF THE UNITED STATES OF AMERICA

In Windhoek Namibia

**SCOPE OF WORK
FOR THE PURPOSE OF A
CONTRACT**

**TECHNICAL SPECIFICATIONS
For
10 Robert Mugabe
General Contractor Make Ready**

LABOR-MATERIAL REQUIREMENTS TO PERFORM SERVICES

FOREWORD

The Embassy of the United States of America, in Windhoek Namibia is soliciting services of labor, materials and fully comprehensive work to perform Make Ready services that include carpentry, painting, welding and electrical works.

GENERAL

- The contractor shall provide all materials necessary for the fully comprehensive work, unless otherwise specified.
- The provision of skilled labor means Certified/trained laborers with at least three years' experience in their particular field, equipped with all hand/electrical tools, etc. necessary to carry out their work.
- The contractor shall be able to operate simultaneously with two teams of laborers and schedule the work with a two-day advance notice
- The contractor shall furnish the following documentation at time of bid.
 - Price breakdown of work according to SOW
 - Timeline for work
 - Certifications of skill sets for all foremen/supervisors
 - Contact information for on-site supervisor
 - Copy of insurance policy for civil liability
 - 3 references of previous work (Pictures and contact info)

The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed "Unacceptable".

I. WORK TO BE DONE

1. General N\$ _____

- a. Check all sliding doors, wooden doors and windows for smooth operation. Replace hardware as needed to ensure designed operation.
- b. Ensure all locks on doors and gates operate as manufactured to do.
- c. Install/replace old weather strips on all wooden doors leading to the outside.
- d. Replace all cracked/broken windows on property.
- e. Replace all torn fly screens.
- f. Check all cabinetry. Ensure all hinges and handles are in working condition and replace as necessary. Ensure all doors stay in a closed position as intended.
- g. Ensure all drawers open smoothly and replace sliders as needed.
- h. Check all basic plumbing and sewage on property for functionality.

- i. Repair faulty shower heads, hoses and fixtures.

2. Carpentry N\$_____

- a. Close gap at front entrance door with an aluminum cover/weather strip.
- b. Fascia around house has water damage. Replace and fix roof leak causing damage.
- c. Replace outside kitchen door and oil.
- d. Knotty pine ceiling inside TV room is damaged. Replace ceiling where needed and varnish to blend in with surrounding ceiling.
- e. Sand and polish wooden floor in TV and dining room to ensure a smooth finish.
- f. Remove Mylar from all windows and clean windows.
- g. Replace all window putty that is falling out and paint.

3. Plumbing N\$_____

- a. Replace master bathroom sink stopper.
- b. Replace metal drain pipe at maids quarters entrance – has rusted and sharp edge.

4. Electrical N\$_____

- a. Replace all light bulbs with cool white energy saver bulbs or the appropriate bulb. All down lights should be changed to 220v down lights and if dimmable should stay dimmable.
- b. Check that all security lights are in working condition as well as all day/night switches. Replace as needed.
- c. Replace small dining room light with a larger light or two fixtures. Discuss with COR.
- d. Add hallway light. Same shape and look should be used. Position will be discussed on site.
- e. Add a ceiling light in the master bathroom and connect to heater light.
- f. Replace db. and circuit breakers at maid's quarters. DB should be weather proof. Installation should be done by qualified electrician.

5. Extractor Fans N\$_____

- a. Remove wall mounted and install recessed switches for above mentioned.
- b. Replace heater elements/bulbs as necessary.

6. Coax and Cabling N\$_____

- a. All sun burned coax should be replaced.
- b. No coax or cabling should run openly on top of roof.
- c. All coax and cabling clipped to walls should run in pvc channel.
- d. All coax should be terminated with a connection box and TV connectors where applicable.
- e. All unused coax and cabling not connected or terminated should be removed.
- f. Coax should be tied at satellite dishes and where channel is not installed.
- g. All loose telephone lines ext. should be glued back to wall.

7. Cleaning N\$_____

- a. Clean any excess paint from brickwork, windows, floor etc. on property.
- b. Chimney cleaning

TOTAL: N\$_____

OPTIONS

1. Tiling N\$_____

- b. Replace carpet in all bedrooms with tile. Discuss color and size with COR. Install wood skirting and paint.
- c. Tile step on outside of kitchen. Use similar tile as on patio.

2. Bathrooms

i. Small Guest bathroom N\$_____

- a. Retile bathroom floor and wall. Show tile samples to COR.
- b. Wall tile should go to ceiling.
- c. Install new tap in sink.

ii. Big guest bathroom N\$_____

- a. Retile bathroom floor and wall. Show tile samples to COR.
- b. Wall tile should go to ceiling.
- c. Install all new fixture and shower including a bath tub.
- d. Remove wall lights and add a ceiling light connected to the heater light.

3. Indoor Painting and Trim N\$_____

- a. Contractor will furnish all paint, brushes, rollers, drop clothes and any other materials needed in achieving this work.
- b. Locations, this applies to all walls, skirting, ceilings and door frames throughout the house including:
 - i. Entrance and Hallways
 - ii. Living Room
 - iii. Dining Room
 - iv. Kitchen
 - v. Master bedroom
 - vi. 2nd bedroom
 - vii. 3rd bedroom
 - viii. Study
 - ix. Master Bathroom
 - x. 2x Guest bathroom
 - xi. Garage – Repair water damage with waterproofing product.
 - xii. Hallway closet

- c. Remove all nails and hanging hooks. Remove electrical cover plates and set aside prior to painting. Patch all holes and cracks. Apply a minimum of two coats on all painted surfaces. Apply additional coats as necessary to achieve a uniform color with no bleed through of patch work or previous colors. Re-install electrical cover plates once final coat has dried.
- d. Tape off any non-painted surfaces where they meet the surface to be painted. Use painter's tape specifically designed for this purpose.
- e. Use of drop clothes to protect floor and carpeting is required while painting.
- f. Use PVA indoor paint in all areas except bathrooms, color to be off white.
- g. Use anti mildew paint specifically intended for bathrooms in all bathrooms
- h. Varnish all baseboards and unpainted door trim.
- i. Newly painted surfaces should look the same as surrounding surface

4. Outdoor Painting and Trim

N\$ _____

- a. Contractor will furnish all paint, brushes, rollers, drop clothes and any other materials needed in achieving this work.
- b. Locations, this applies to all walls, eaves, gutter, down pipes, fascia, ext.
- c. Remove all rotten and water damaged plaster and plaster wall where needed.
- d. Remove all nails and hanging hooks. Remove electrical cover plates and set aside prior to painting. Patch all holes and cracks. Apply a minimum of two coats on all painted surfaces. Apply additional coats as necessary to achieve a uniform color with no bleed through of patch work or previous colors. Re-install electrical cover plates once final coat has dried.
- e. Tape off any non-painted surfaces where they meet the surface to be painted. Use painter's tape specifically designed for this purpose.
- f. Use of drop clothes to protect floor and carpeting is required while painting.
- g. Newly painted surfaces should look the same as surrounding surface

5. Thatch

N\$ _____

- a. Service and comb thatch or replace with roof sheeting.

TOTAL OF OPTIONS: N\$ _____

II. PROCEDURE

- a. All building rubble should be removed and site should be kept clean.
- b. Safety wear should be used to prevent shut down of site.
- c. Green rubbish bins should be emptied once all work is complete.

Site Limitations: None – Residence will be vacant during work.

Performance period: 15 Calendar days without options, 30 calendar days with options.

Liquidated damages will be charged at a rate of N\$1,200 per day for every day work goes past the performance period.

Warranty of Work: The contractor agrees that

- Materials and equipment used by the contractor and any subcontractor will be new and of good quality unless otherwise required
- The work will be **free from defects for a period of 1 year** and other than those inherent in the work as specified
- Work will conform to the requirements of the contract documents.

Site Conditions: The site will be free of any debris related to the construction services at the end of the project. Cutting or welding on the ground shall not leave any markings of any kind. To prevent marking the ground it is recommended that the cutting or welding be done offsite or have a protective layer for the pavers/ concrete. Paint will be cleaned up using an outdoor faucet away from the house. There shall not be any paint residue left at the faucet area.

III. LABOR

All the work to be carried out at the site, not described in the list of the fully comprehensive work shall be calculated on a time and material basis approved by the COR.

Schedule a walkthrough with the COR at least one week prior to the completion of work for a SUBSTANTIAL COMPLETION walkthrough. At which point the COR and the contractor will agree upon a punch list or items remaining to be completed prior to FINAL COMPLETION. Both parties will agree upon a time frame for the work to be done. At the Final Completion a walkthrough will be done and a certificate will be signed. The one year of warranty will be based upon that date.

A retainage of 10% of the contract value will be withheld until the Final Completion Certificate has been issued.

IV. EVALUATION OF OFFERS

Evaluation for awarding the contract shall be based upon economic offer and proven performance verified by references or already quality or work.

Embassy of the United States of America



Windhoek, Namibia

Final Completion Certificate

I, (COR) _____ here by award (Contractor) _____ with a
Final Completion Certificate for their work at _____.

The work has been deemed complete and satisfactory according to the Scope of Work. Any and
all remaining payments are authorized to be released to the contractor.

Signature _____ Date _____