

**SCOPE OF WORK**  
**RECONFIGURE OFFICE ROOM 356 & 360 FOR EXBS, ON THE THIRD FLOOR,**  
**NEW EMBASSY COMPOUND**  
**LOCATED AT 783, DEMETRIO B. LAKAS AVENUE, CLAYTON**  
**REPUBLIC OF PANAMA**

*Site visit scheduled at 9:30 a.m. on February 10, 2014 at the Service CAC, NEC, Clayton*

**1.0 GENERAL INFORMATION:**

The Embassy of the United States of America requires professional services and prospective contractors to submit a quotation to Reconfigure Office Rooms 356 & 360 in the RSO Area for EXBS on Third Floor in the New Embassy Compound located in 783, Demetrio B. Lakas Avenue, Clayton, Panama City, Republic of Panama.

**2.0 PROJECT REQUIREMENTS:**

Description of Project: The Office Room 356 door opens to the corridor. The EXBS requires the door swing to open inwards and to erect a partition floor to slab to create an office. The Storage Room 360 door will be relocated and the area will be remodeled to create an enclosed office as shown on Proposed Floor Plan – Room 356 & 360 attached to this SOW.

Existing Condition: There is a storage room area designated as Room 360. Office Room 356 has one workstation that will be reconfigured. Floor has carpet tiles on Office Room 356 and vinyl tiles on Storage Room 360.

**3.0 GENERAL REQUIREMENTS:**

Under this SOW, the Contractor shall build twenty six (26) lineal feet of new sheet rock partition wall with sound batt insulation and 5/8" fire rated sheet rock board and 3-5/8" metal stud and runner structure. Patch, sand and paint partition walls with anti-fungus flat latex paint and door metal frame with semi-gloss enamel paint. Remove and relocate two (2) existing wood doors and metal frames, and demolish sheetrock wall for the installation of one (1) door. Furnish and install one (1) new 3'x7' solid metal door, frame and hardware with one (1) Kwikset door lock with lever. Furnish and install 92' of black vinyl cove base.

Relocate two (2) single light switch, furnish and install one (1) single light switch, relocate one (1) A/C thermostat outlet, relocate two (2) existing 600mmx600mm ceiling mounted light fixtures, furnish and install one (1) double duplex 110V electric outlet, furnish and install one (1) 4-11/16" junction box for voice/data outlet, re-arrange existing suspended ceiling grid and tiles, disassemble & re-assemble two (2) existing Knolls modular office furniture, install 3'x3' carpet tiles at room 360 furnished by US Government, and conduct final clean up.

**4.0 SCOPE OF WORK:**

The Embassy of the United States of America invites prospective offerors to submit a quotation with a breakdown of proposal prices for the following work.

**SUBJECT TO AVAILABILITY OF FUNDS:**

**Contractor shall:**

- Build twenty six (26) lineal feet of new sheet rock partition wall with sound batt insulation and 5/8" fire rated sheet rock board and 3-5/8" metal stud and runner structure.
- Patch, sand and paint partition walls with anti-fungus flat latex paint and door metal frame with semi-gloss enamel paint.
- Remove and relocate two (2) existing wood doors and metal frames, and demolish sheetrock wall for the installation of one (1) of the doors.
- Furnish and install one (1) new 3'x7' solid metal door, frame and hardware with one (1) Kwikset door lock with lever.
- Furnish and install 92' of black vinyl cove base.
- Relocate two (2) single light switches.
- Furnish and install one (1) single light switch.
- Relocate one (1) A/C room temperature sensor outlet.
- Relocate two (2) existing 600mm x600mm ceiling mounted light fixtures.
- Furnish and install one (1) double duplex 110V/15A electric outlet.
- Furnish and install one (1) 4-11/16" junction box for voice/data outlet.
- Re-arrange existing suspended ceiling grid and tiles.
- Disassemble & re-assemble two (2) existing Knolls modular office furniture.
- Install 3'x3' carpet tiles at room 360 furnished by US Government.
- Conduct Final clean up.

The U.S. Government will furnish electricity and plain water.

**5.0 WARRANTY:**

The works will be guaranteed during a one-year period from the date of the final acceptance by the U.S. Government.

**6.0 CONTRACTOR INCLUSIONS:**

6.1 Contractor will provide all labor, expendable materials, tools and equipment to perform a complete job.

6.3 Contractor will provide cold water for employees while on site. Contractor will remove all unused construction materials from site and dispose of properly daily.

6.4 Contractor will provide all work trash containers and remove from site.

6.5 Contractor will provide a Performance Work Schedule in the form of a "bar chart" with his proposal, which will include number of working days from start to completion date.

6.6 Contractor will remove all trash from site associated with work daily.

6.7 Contractor work will be performed Monday through Saturday from 8:00 a.m. until 5:00 p.m.

6.8 Contractor will provide number of construction personnel to perform work in proposal.

6.9 Contractor will provide an onsite quality control supervisor/foreman to direct contractor personnel.

- 6.10 Contractor will provide written proof of health insurance of all onsite contractors' employees working.
- 6.11 Contractor will provide a first aid kit for their employees on site.
- 6.12 Contractor will provide a one-year guarantee of construction that it will be free of defects. See Warranty.
- 6.14 USG facilities personnel will escort contractor's employees.
- 6.15 Contractor will provide name and cédula numbers of all contract employees three working days prior to start of work. Provide all vehicle license plate numbers that are required to enter site-requiring clearance in advance.

**7.0 CONTRACTOR EXCLUSIONS:**

- 7.1 Any additional work other than specified.

**8.0 RELATED DOCUMENTS:**

- 8.1 Contract Drawing and Details
  - 8.1.1 Existing Conditions – Room 356 & Room 360
  - 8.1.2 Proposed Floor Plan – Room 356 & Room 360
  - 8.1.3 Partition P-1C Detail
  
- 8.2 Contract Reference Specifications
  - 8.2.1 Section 09260 – Gypsum Board Assemblies
  - 8.2.2 Section 09912 – Painting

**9.0 DELIVERY TIME:**

The delivery time shall be 14 calendar days after the date of the Order to Proceed.