

**SCOPE OF WORK**  
**RELOCATE DOOR AT WORK ROOM 272 FOR PAS, NOB,**  
**NEW EMBASSY COMPOUND**  
**LOCATED AT 783, DEMETRIO B. LAKAS AVENUE, CLAYTON**  
**REPUBLIC OF PANAMA**

*Site walk through scheduled at 9:30 a.m. on November 22, 2013 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 Relocate Door at Work Room 272 for Public Affairs Section (PAS) on Second Floor NOB 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 Work Room 272 door opens to the corridor. The PAS requires the door relocated so that it opens directly to the PAS Office Room 273. The Storage Room 272 will be remodeled as shown on Storage Room #272 Proposed Plan attached to this SOW.

Existing Condition: There is a storage room area designated as Room 272. It has countertop and drawers wall to wall, overhead cabinets, electrical outlets, computer and telephone outlets. Floor has vinyl tiles on the entire area.

**3.0 GENERAL REQUIREMENTS:**

Under this SOW, the Contractor shall remove the existing wood door, frame and hardware, and a recessed wall mounted fire extinguisher. Cut and demolish an opening on existing sheet rock partition for new location of door and fire extinguisher cabinet. Cut and remove a section of existing countertop and drawer. Relocate overhead cabinets and drawers, and fire extinguisher cabinets. Build three (3) linear feet of new sheet rock partition wall with sound batt insulation and 5/8" thick sheet rock boards on both sides and 3-5/8" metal studs and runners structure. Patch, sand and paint new partition with two (2) coats of Glidden Glide-on anti-fungus latex paint, and new metal door and frame with Glidden semi-gloss enamel paint. Provide 6-inch 16 Gauge steel door frame and door & hardware, including one (1) door lockset Kwitset with lever and deadbolt. Furnish and install approximately three (3) linear feet of black vinyl cove base and three (3) feet of varnished wood cove base. Furnish and install one (1) double light switch next to new metal door opening. Relocate double 120V electrical outlet and Voice/Data outlet on existing metal raceway. 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:**

- Remove the existing wood door, frame and hardware, and a recessed wall mounted fire extinguisher.
- Cut and demolish an opening on existing sheet rock partition for new location of door and fire extinguisher cabinet.
- Cut and remove a section of existing countertop and drawer. Relocate overhead cabinets and drawers, and fire extinguisher cabinets.
- Build three (3) lineal feet of new sheet rock partition wall with sound batt insulation and 5/8" thick sheet rock boards on both sides and 3-5/8" metal studs and runners structure.
- Patch, sand and paint new partition with two (2) coats of Glidden Glide-on anti-fungus latex paint, and new metal door and frame with Glidden semi-gloss enamel paint.
- Provide 6-inch 16 Gauge steel door frame and door & hardware, including one (1) door combo lockset Kwitset with lever and deadbolt, stainless steel finish.
- Furnish and install approximately three (3) linear feet of black vinyl cove base and three (3) feet of varnished wood cove base.
- Furnish and install one (1) double light switch next to new metal door opening.
- Relocate one (1) double 120V electrical outlet and Voice/Data outlet on existing metal raceway.
- 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 aide 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 Location and Work Room #272 Proposed Plan.

8.1.2 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.