



*Embassy of the United States of America
Bucharest, Romania*

Date: November 01, 2012

TO: Service Provider to American Embassy Bucharest, Romania

FROM: John Knapper, Facilities Manager

SUBJECT: Scope of works for: Heating and Plumbing Service and Emergency Repair Agreement

SCOPE OF WORK

This is the **Scope of Work** for Heating / Hot water supply and Plumbing Services and Emergency Repair Agreement of boilers and water heaters and additional equipment in several Embassy compounds and residences of the American Embassy Bucharest, Romania. This section identifies the specific elements of the services to be provided that will be used to submit a proposal to do the work and are the actual requirements of the service agreement.

When providing your bid proposal, please number the items on your list to correspond with each of the line items listed here.

Title: Heating and Plumbing Service and Emergency Repair Agreement

Location: Embassy, Kiseleff residence (2 units), MSG, Uruguay 17 apartment building (6 units), Barbu Delavrancea 15A (3 units), Iancu Nicolae 117 (2 units), Pipera Tunari 136 (2 units) as well as other possible locations as indicated by the Embassy representative

DESIRED WORKS:

1. The American Embassy is requesting a service contract with a fully qualified Heating and Plumbing Service and Repair company to provide regularly scheduled maintenance service and emergency service response whenever notified. The initial agreement will be for one year followed by four (4) annual renewal options.
2. Contractor to submit a recommended checklist for providing service. The periodic service shall include at minimum:
 - a. Visual inspection of boiler room area for indications or traces of possible malfunctioning or developing problems.
 - b. Checking/correcting and making necessary adjustments of boiler burners for clean combustion and proper flame (where applicable).
 - c. Checking/correcting pumps for proper operation and signs of leaks. Leaks should be scheduled for repair (circulating, submersible, hydrophore)
 - d. Checking/correcting for proper operation, control and leaks of the three-way valves (where applicable)

- e. Checking/correcting and adjusting level sensors, floats, expansion tank and buffer vessel
 - f. Checking/correcting status of domestic cold and hot water supply system as well as of the heating system (pipes, valves, fittings)
 - g. Checking/correcting gas and diesel supply lines for leaks and integrity, cleaning the boiler, pipes and controls of diesel stains and residue
 - h. Checking/correcting of electrical system of the power supply for equipment in heating plants and hydrophore stations
 - i. Checking/correcting the status/draft of the exhaust system (chimney, exhaust pipe, etc)
 - j. Measurements of boiler system parameters (gases content in the exhaust, chimney draft, etc)
 - k. Checking, cleaning, making adjustments at wall and floor mounted heating units as needed
3. Submit a brief Inspection Report/Check List signed by the company representative to the Facilities Management Section of the American Embassy. The report shall include at minimum:
- a. Operations performed and issues identified: system malfunctioning, parts needed, nature of intervention, what was done to restore the system, parts that were replaced/repared.
 - b. Bill of Materials needed (with parts, vendor and price) for parts unavailable for acceptable reasons
 - c. Recommendations for future adequate operations
4. During the regularly scheduled service visit, the contractor will provide at no additional charge, any expendable supplies needed for the proper operation of the equipment. This includes; filters, belts, lubricants, cleaners etc.
5. Each repair or service performed on a piece of equipment will be recorded in the record book for that unit on site stating: Date, Type of intervention, Operations executed, Type of malfunction, Parts replaced, and Duration (hours)
6. The contractor shall provide all needed repair parts and maintenance. Parts needing replacement due to failure must be identified by the contractor, with cost of the parts and additional labor. Permission from the Embassy must be received prior to replacement. An invoice for the additional parts and labor must be included and identified with the regular monthly invoice to the Embassy. All parts used will be new and all parts and labor will have a minimum of 1 year warranty as supplied by the vendor.
7. The Contractor will have a sufficient number of service technicians, vehicles, inventory and equipment to meet the needs of the Embassy without interruptions due to other commitments such as vacations, sickness, holidays etc.
8. The Contractor shall have a local representative and office capable of handling the normal business operations to provide the requested services (see item 11) to the Embassy.
9. Contractor workers shall keep the immediate work area neat and reasonably clean. All tools and small materials for the job shall be provided by the contractor and must meet applicable safety requirements. Basic utility services (point of supply) will be provided by the Embassy.
10. The following number of boilers and heating systems are to be serviced:

<u>Location</u>	<u>Boiler</u>	<u>Burner</u>	<u>No of units</u>
Embassy	Veissmann Vitocrossal 300 / CT3	Weishaupt WG40n/1-A 2M-LN	1

Kiseleff residence	Veissmann Paromat Triplex TR/370 kW	Weishaupt WGL3/L-E	2
Uruguay 17	Veissmann, VITOPEND 100		6
Barbu Delavrancea 15A	Buderus UO12 – 28 – T60		3
Iancu Nicolae 117	Sime Bitherm 35/80 – CEIONU, 42.5/37.2 kW		2
Pipera Tunari 136	Ferrolti Pegasus F2N 0825		2

In addition to the above, in the case of emergency services, the service contractor may be requested to respond and provide necessary repairs to other units used by the Embassy but not listed in the agreement.

11. Services required under the contract:

Note: Please quote the prices in the same order : A, B, C1, C2

A / Certification of the heating units by the local authorities according to local code

Price per unit and certification

B/ Provide regular maintenance service on a yearly basis (or more frequently as needed), checking and verifying the complete and satisfactory operations of all heating systems which include: boilers / water heaters and associated equipment, pumps, traps, water supplies, pressure tanks, radiators, fuel supply devices and equipment, electrical, equipment controls, etc

Price per unit

C 1/ Emergency calls require a response at the indicated residence in no more than four (4) hours after receiving the call from the designated Embassy contact person during each day of the week (including weekends and holidays) from 8 AM to 10 PM.

Price per hour spent at location to complete the repair

C 2/ Emergency calls require a response at the indicated residence in no more than four (4) hours after receiving the call from the designated Embassy contact person during each day of the week (including weekends and holidays) 24 hours a day.

Price per hour spent at location to complete the repair

John Knapper, Facilities Manager/COR _____

I have read and understand the requirements of this section and agree to adhere to them in the execution of this contract.

Contractor or Representative Signature: _____ Date: _____

