



STATEMENT OF WORK FOR GSO OFFICE FLOOR REPAIR

12.02.2013

1 INTRODUCTION

The U.S. Embassy in Moscow has a requirement to repair floor in GSO office. The location of the work site: Moscow, Bolshoy Devyatinsky Pereulok, 8.

2 GENERAL REQUIREMENTS

2.1. The Contractor shall complete all work, including furnishing all labor, material, equipment and services, unless otherwise specified herein, required under this purchase order.

2.2. All work and procedures shall be performed in conformity with the specifications and work requirements herein. All local and US work safety and health norms and standards apply to this contract.

2.3. All specifications and requirements are written in the statement of work and can not be changed without the approval of the CO.

2.4. The Embassy reserves the right to inspect and test all the work under this contract at any time. If any of the work does not conform to the contract requirements and specifications, the Embassy may require the Contractor to perform the services again at no additional cost to the Embassy.

2.5. Unless otherwise stipulated herein, the Contractor shall guarantee the Contractor workmanship of the work completed under this contract for a two year period from the date of the Government's acceptance of the work completion.

2.6. During the guarantee period, the Contractor shall correct and/or repair, at no cost to the Government, any damages and/or deficiencies that may be attributed to the materials and workmanship provided by the Contractor under this contract. The Contractor shall provide all labor, materials, equipment, at their own expense, to perform the repair and/or correction. The repair and/or correction must be completed within 4 days from a Notice of Damage(s).

3 EXISTING SITE CONDITIONS

The work site is located on the first floor of the Embassy office building. The work site is an office area with the business hours from 9:00 to 18:00, Monday - Friday. The office has one common area with 36 workstations, and 8 adjacent offices with one workstation in each. All workstations in the common area are connected together in clusters of up to 7 workstations. The work area has concrete floor, on which carpet tile was installed. The carpet tile was damaged by water leak from the building's HVAC system, and has been removed in most of the areas. The carpet adhesive has not been removed from the floor. The office furniture is Knoll Morrison system, with electrical power circuits and signal wiring integrated into the furniture.

4 PRE-CONSTRUCTION REQUIREMENTS

4.1 The Embassy shall provide all drawings and specifications required for the job performance.

4.2 The Contracting Officer (CO) may at any time, by written order, make changes in the drawings and specifications of this contract and within the general scope thereof. If such changes cause any increase in the amount due under this contract, or in the time required for its performance, the contractor must be modified in writing. No changes in the scope of performance, or changes which result in cost increases, shall be valid without the expressed advance written approval of the Contracting Officer.

4.3 The Contractor(s) shall visit the site at a time designated by the CO and inspect the work area in order to understand the existing conditions and work requirements.

4.4 All dimensions in the drawings provided by the Embassy are approximate and must be verified by the contractor.

5 CONSTRUCTION REQUIREMENTS

5.1 The Contractor shall perform the following work:

- Remove remaining existing carpet tiles from the floor;
- Disassemble and remove office furniture for the carpet installation. Total number of workstations in the work area is 44.
- Prepare concrete floor surface for carpet installation according to the carpet manufacturer's instructions;
- Install new carpet according to the carpet manufacturer's installation instructions. Total area for the carpet installation is 520 square meters, see drawing Attachment 1 for details. The carpet must be installed continuously without gaps, following the required pattern through all work areas;
- Reinstall office furniture according to the initial layout. All built-in electrical circuits must be reinstalled, connected and tested by the contractor.

5.2 The contractor shall provide all materials for the work, including the carpet tile, primers, and adhesives.

The carpet tile must meet the technical requirements according to the attached specification. Samples of the carpet tile must be provided by the contractor for the Embassy's approval prior to commencement of the work.

The carpet adhesive shall be solvent-free dispersion for loose-lay carpet tiles Thomsit T425 or similar.

6 GOVERNMENT FURNISHED MATERIALS

The Embassy provides to the Contractor cold water and single phase 220V electrical power at the work site.

7 LIQUIDATED DAMAGES

No liquidated damages

8 CLEANUP OF WORK SITE

The contractor shall remove all debris from the site on the daily basis, and perform a final cleanup

of the work site upon the completion of the work.

9 SAFETY

The contractor is responsible for taking all necessary safety measures during the work performance.

10 DELIVERABLE SCHEDULE

10.1 No work at the site shall be commenced without the CO's approval.

10.2 The Contractor shall complete the contract work within 20 calendar days.

10.3 The work shall be done without interrupting the business activity of the office. The Contractor will be allowed to work seven day weeks, from 08:00 to 22:00.

11 CONTRACTOR PERSONNEL

11.1 The contractor shall insure that all personnel employed in the performance of the contract are qualified and possess the necessary licenses required in their respective trades. The furniture assembling/disassembling must be performed by qualified Knoll technicians.

11.2 The contractor shall provide the following information about the personnel, including drivers, and vehicles who will be working on the Embassy territory, for a security office check:

- full name and readable copy of passport for all tradesmen and supervisors;
- make, model and license plate number for all trucks and vehicles.

This information must be provided before the contractor will be allowed access onto the Embassy grounds to perform any work.

11.3 The embassy shall supply any cleared escorts should they be required.

12 ATTACHMENTS

- ATTACHMENT 1

END OF STATEMENT OF WORK