

STATEMENT OF WORK
TH- Exterior wooden doors
PROPERTY OBO-136
Townhouses Compound
USA EMBASSY KHARTOUM, SUDAN

2015

1. Description of Services: Description of Services:

The US Embassy, Khartoum has a requirement to fabricate and install new doors in the Townhouses Compound known as OBO # 136 in Garden City District, Khartoum. The works shall be done as per scope of work, specifications and General contract conditions. This project requires an experienced contractor to design and execute the job.

The Contractor shall provide all labor, material, tools; equipment, supervision and other related items required to the complete the project as per scope of work, specifications.

Contractors are advised to visit the site, verify the existing site conditions to develop their proposal.

2. Submittals

A. Samples for Initial Selection Purposes: Submit manufacturer's standard size samples of colors and finishes.

B. Samples for Verification purposes: Submit 6 inch square samples of each finish and color required, prepared from same material to be used for the work, to be submitted in the bidding package.

C. Warranty: Submit manufacturer's standard warranty.

3. Product handling

A. Place materials in area protected from weather immediately upon delivery to project.

1. Store above ground on blocking and cover with waterproof covering and provide adequate ventilation.

2. Do not store seasoned materials in damp or wet area of building.

3. Protect sheet materials from corner breakage and surface damage while handling.

4. Protect treated materials from high humidity

4. Statement of Work

Work includes all finish Carpentry required for **eight units**, in general, includes the following items for each townhouse:

1- Main entrance door (2.0 H X 1.0 m W)

2- Roof Door (1.70 H X 1.0 m W)

Total of (sixteen) doors.

- A. The door shall be made of single leaf solid core door dark red Mirante, Malaysian origin. The thickness of main interior frame of the door shall not be less than 5 cm. The design,

color and finish shall be similar to the design of interior doors shall be approved by COR before fabrication.

- B. The contractor shall keep the existing steel frame and door hinges.
- C. The contractor shall install the Yale lock, sliding bolts, door handles, floor brush, door viewer and all accessories. All the materials shall be furnished by the contractor, except the special sliding bolts which shall be provided by the USG.
- D. The door shall be of high Quality, finished to have smooth finish.
- E. The contractor shall Fill holes, cracks, gaps with compatible patching material; finish patch to match surrounding surface shape, texture and color
- F. Clean, sand and remove dust from surface to be finished
- G. Apply as needed coats of smooth, even coat/layer of sanding sealer, wood stain, Lacquer or as needed finish coats to achieve the very smooth finish.
- H. All finish carpentry to be sanded smooth, and all blemishes filled so that no graining, knots, dents, etc., show thru painted finish.
- I. The layout, location, style and finish appearance of ALL materials used in Wood Door Staining will be approved by owner, before any work begins.
- J. No clean up residue will be left on adjacent finished surfaces, trim plates, fixtures or grilles.
- K. The finish will be free of drips, runs, brush marks, roller marks and dust.
- L. Nail holes will be filled with suitable putty, leveled and sanded smooth before final finishing, so as to be undetectable through the finished surface.
- M. The finish will have uniform color depth and appearance in all lighting conditions.
- N. All edges at surface edges and trim intersections are sharp and crisp, forming a clean, straight line.
- O. Adjacent surfaces, materials and fixtures will be protected from stray; any clean-up will be performed by safe, non-destructive means, only after owner approves of clean up method.
- P. The surface finish will be free of surface defects, irregularities and any physical damage.
- Q. Any items of interior trim or finished carpentry not specifically mentioned, but necessary to the proper completion of the job and reasonably implied shall be furnished and installed as though fully specified, or shown.
- R. Any damage to floor, tiles, walls, trim, or decking will be the contractors responsibility to repair to match existing materials.

- 5. The contractor shall maintain existing utilities indicated to remain and protect them against damage during the works. Damages caused by demolition and renovation operations, shall be repaired by the contractor at no additional cost to the Government.**
- 6. The contractor shall transport from site all debris, rubbish, and materials resulting from demolition operations and dispose offsite on a daily basis in accordance with local regulations.**

7. Conditions of Contract

1. General

This is a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in attached drawing, scope of work and general condition of contract. The lump sum price quoted shall be fixed and nothing extra will be entertained on any account.

Contractor's staff is subject to such restriction for entry and exit as are required by the Embassy's security requirement. Contractor's staff will be subject to security cleared as required by the Embassy.

Contractor shall restore all surfaces disturbed by construction to match with existing finish.

Any deviation from the original contract/scope of work shall be informed to COR before work begins. No additional work or changes will be carried out without a contract modification.

2. Responsibilities of Contractor

Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and plant and equipment etc., required for completion of the work in all respects and as per the scope of the work.

All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.

Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work

Contractor shall not proceed with next activity until previous activity will be checked and approved by COR. Contractor shall mentioned all inspection dates in the schedule chart

Contractor should keep the site clean and accessible to Embassy employee all time

3. Specifications

Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.

4. Execution of Work

The Contractors are advised to review the material specifications and scope of work. The Contractor should visit and walk through the site to familiarize themselves with the site conditions to understand the exact quantum of work.

On award of the work, Contractor shall submit all items below via email:

- a. Bar chart within 3 days for approval by the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the COR in advance regarding anticipated problems through the project.
- b. Proposed start date
- c. Weekly schedule/activity plan for the duration of the project *prior to the start date*.

For dismantling/blocking or making connection to any existing services or any shut-down, contractor shall inform the COR at least three working days in advance and proceed with the work only after the permission from the COR.

The duration of the project is forty five days at Contractor shop-offsite. The installation of the three doors in each house shall not exceed two working days.

5. Materials

All materials used on this work shall be new and conforming to the contract specifications as per US and local codes.

Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for pre-approval.

All materials used on the project shall be approved by the Contracting Officer Representative (COR) before use. Any changes/substitutes on material shall be approved by COR before proceeding.

6. Storage of Materials

All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

7. Site Clearance and Cleanup

The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from Embassy premises, maintaining a neat site condition.

On completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.

8. Workmanship

Workers working on the site shall be skilled in their job and have related job experience.

9. Working Hours

Working hours shall be 8:30 A.M. to 4:30P.M Sunday to Thursday. No work shall be done on Fridays, Saturdays and holidays without the prior approval of the Contracting Officer.

10. Security Clearance

The Contractor shall inform and provide in writing transportation details (vehicle registration number, drivers name, and date of delivery) to the COR at least 24 hours in advance for material deliveries.

Contractor shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

11. Safety procedures

Scope and Application

Contractor must meet with POSHO or representative before each phase of work begins to discuss safety concerns and agree upon appropriate PPE, methodology, and risk mitigation plans.

Contractor shall acknowledge POSHO authority to specify ideas, monitor towards completeness until shut down.

This document applies to all contractors and subcontractors working at or on American Embassy property owned or leased as specified in the scope of work. While working on U.S. Government projects the contractor or subcontractor are responsible for maintaining at least an agreed upon minimum amount of safety for the workers and public.

This basic requirement is as follows:

1. Proper Protective Equipment will be worn by workers while in any work area or while performing tasks that create hazards for workers. The requirements listed below are minimum requirements, and may be supplemented or added to by the POSHO.
 - a. Safety glasses will be worn while performing the following
 - i. Drilling
 - ii. Chiseling, chipping
 - iii. Wood working, metal working
- B. Hearing protection will be provided for all those who operate loud power tools and equipment.
 - a. Hard hats will be worn in areas where falling objects are a hazard.
- C. Gloves will be worn for cleanup and removal of work area waste and materials.
 - a. Proper footwear will be worn by all workers, including safety shoes.

- D. The contractor will identify a safety officer for each project responsible for the following:
- E. Shoring and trenching operations:
 - a. Shoring will be used for any trenching/digging deeper than 5 feet if a slope is not used in excavation.
 - b. At least one worker will remain topside at all times.
 - c. A ladder that allows for immediate escape will be available at all times.
- F. Use of Signs and Barriers
 - a. Barriers and signs shall identify workplace hazards and special instructions.
 - b. Minimum space required to perform work shall be identified.
 - c. Ribbon, tape, fencing or portable barriers will create a controlled area around work site.
- G. Electrical issues
 - a. All power cords and power taps will be wired appropriately, leaving no exposed wires that are live or could come in contact with staff.
 - b. While working on electrical systems proper lockout/tag-out procedures will be followed, and the circuit being worked on will be de-energized (turned off at the main breaker).
 - c. Power cords and temporary power will be GFCI protected and shall not be placed in areas that are prone to flooding or are wet, (i.e. running through puddles on the floor).
- H. Equipment will be plugged into a standard GFCI-protected receptacle and not wired directly into power taps.
- I. Waste cleanup and removal
 - a. All excess or waste materials will be removed from the site at the close of each work day. Debris will be removed to include food bags and containers. Staging of materials shall be in an agreed upon location.

Safety meetings shall occur at least once a week with at least one Embassy staff member present.

12. Warranty

The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of three years from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his expenses.