



**STATEMENT OF WORK**  
**FOR**  
**CARPET TILES INSTALLATION**  
**AT**  
**U. S. EMBASSY, ABU DHABI, U.A.E.**

**JULY 2015**

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**FACILITY MANAGEMENT**  
**AMERICAN EMBASSY, ABU DHABI, UAE**

## **1.0 INTRODUCTION**

- a) Embassy of the United States of America, Abu Dhabi (Embassy) requires services of a Contractor to perform work of installing carpet tiles inside the Embassy compound. The carpet tiles shall be Govt. Furnished Item (GFI).
- b) The requirement consists of removing existing carpet tiles and installing new carpet tiles in offices as well as common areas.
- c) Estimated total quantity of the requirement is 9,030 Square meters (sqm). See “Schedule of Quantities’ section for quantities of carpet in common spaces and offices. The Contractor shall be paid on the basis of measured finish carpet surface area.

## **2.0 GENERAL REQUIREMENTS**

- a) The Embassy shall provide carpet tiles and glue needed for the work.
- b) The Contractor shall provide labor, tools and other supplies needed to complete the work described in this statement of work (SOW).
- c) The Contractor shall have all local permits to operate as a general contractor for buildings construction and/or maintenance.
- d) The Contractor shall carry out activities in a manner that will allow access to the Embassy facilities at all times. Activities in the work areas shall be sequenced in multiple phases wherein quantity of finish surface area in each phase shall be in the range of 200 Sqm.
- e) The Contractor shall perform work in a manner that will allow conduct of business of the Embassy without discomfort to the occupants. Work may be scheduled on weekends / holidays and outside the normal business hours on work days. Normal business hours of the Embassy are 8:30 AM to 5:00 PM Sunday through Thursday.
- f) The Contractor shall survey site during solicitation phase and submit technical proposal with method statement covering sequencing, materials, quality control, safety management and past performance. The past performance shall include list of similar work done.
- g) The Contractor shall perform work in diligent manner and achieve completion within the specified performance period.

## **3.0 CONTRACT ADMINISTRATION**

- a) The Contractor shall not perform work that is outside the SOW unless directed in writing by the Contracting Officer (CO). Any work done by the Contractor

outside the SOW without direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.

- b) The CO shall provide a Notice to Proceed (NTP) to begin performance of work after the contract award.
- c) Facility Manager at the Embassy of his nominee shall be designated as Contracting Officer's Representative (COR) for administration of this contract. The COR shall coordinate schedule for each phase, approve technical submittals, inspect work, monitor progress, accept completed work, review invoices, review change orders, and issue/receive Government Furnished Items. The COR has the authority to direct the Contractor to stop performance of work if unsafe work conditions are observed.

#### **4.0 RESPONSIBILITY OF THE CONTRACTOR**

- a) The Contractor shall bear complete responsibility for management of carpeting work at site. The Contractor shall assign a Project Coordinator (PC) to represent the Contractor at site and to manage the performance of work during currency of the contract. The PC shall have adequate English language skills to be able to communicate with CO and COR.
- b) The Contractor shall bear complete responsibility and management control for the sub-contracted services and shall not depute the sub-contractor to represent the Contractor in dealings with the Embassy.
- c) The Contractor shall bear complete responsibility for safe performance of work at site and comply with all local laws pertaining to construction labor and safety. In addition, the safety requirements relative to this SOW as contained in the USACE Manual EM 385-1-1 shall apply. In case of a conflict between the local laws and the requirements of EM 385-1-1, the stringent of the two shall apply. A soft copy of the USACE Manual EM 385-1-1 is available in the following link:  
[http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM\\_385-1-1\\_English\\_2003.pdf](http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_385-1-1_English_2003.pdf)
- d) The Contractor shall prepare and implement a safety management plan specific to the SOW based on hazards analyses of the activities. A copy of the safety management plan shall be provided to the COR for reference. The Contractor shall promptly report all mishaps / accidents at site to the COR.
- e) The Contractor shall prepare and institute a quality management plan specific to the SOW. The plan shall describe the standard operating procedures for technical approvals, procurement actions, site inspections, testing and corrective actions. The A copy of the quality management plan shall be provided to the COR for reference.

- f) The Contractor shall comply with security requirements and be responsible for conduct of employees and subcontractors at work site.
- g) The Contractor shall be liable for the damages caused by the Contractor's negligent performance of any of the services furnished under this contract.
- h) The Contractor shall provide warranty for workmanship and materials for 12 months from the date of final completion.

## **5.0 EXECUTION OF WORK AT SITE**

- a) The COR and the Contractor shall review the method statement submitted with the technical proposal, before the contract award, and agree to a sequencing and phasing plan. The Contractor shall begin activities in a phase after ensuring availability of material and tools.
- b) The Contractor shall neatly stage materials and tools in a designated location. No tools and materials shall be left in work area at the end of work-day. Keep the work areas clear of hindrances, trip hazards, and unused materials at all times. The Contractor shall be responsible for safe-keeping of materials and tools equipment at site. Move carpet materials from storage area to work area as needed for accomplishing work each day. Store materials under conditions recommended by manufacturer.
- c) The Contractor shall not damage any fixed property and provide temporary protective covers in a manner acceptable to COR. The Contractor shall, prior to starting removal of existing carpet, move & cover furniture with full covers, and move the moveable items (including artwork, area rugs, table lamps, furnishings, or office equipment appliances) away from work area. Following completion of carpet replacement in each phase, the Contractor shall remove covers, clean the fixtures with approved method and return the furniture and artwork to their original position.
- d) If the Contractor spills any adhesive, or in any way soils the walls or other furnishings, the Contractor shall clean up using a specialist at the Contractor's expense.
- e) The Contractor shall move the modular workstations to install carpet behind / under them. The Facility Management Techs will assist the Contractor to disconnect and reassemble sections of the workstations as well as the electric / telecom equipment.
- f) The Contractor shall contain debris including old carpet tiles, empty cardboard containers, adhesive rollers, plastic sheets, etc. in a construction dumpster and legally dispose the debris.

- g) The Contractor shall remove temporary covers and vacuum clean the work site as acceptable to the COR after completion of each phase of work.
- h) Temporary power and water required for the work shall be provided by the Embassy.

## **6.0 SPECIFICATIONS**

- a) General specifications of the GFI carpet tiles: Manufacturer INTERFACE, Model Tashkent, Color Code 179998 Style Number 19Z1402500, Multi-yarn, Pattern Number-M0053, suitable for direct glue down application, Tufted textured loop construction, Pile height 2.7 mm, Total thickness 7.1 mm, Total weight 4815 gm/m<sup>2</sup>, Backing construction Glasbac Composite, Size 500 mm x 500 mm and provided with 2000GRID set adhesive in 4 gallon packing.
- b) Carpeting shall be installed by trained installers trained in the installation of commercial carpeting in projects of similar size and scope specified herein.
- c) Prior to the installation, and at the COR's direction, meet at the project site to review installation procedures, coordination with other elements, special details and conditions, standard of workmanship, and other pertinent topics related to the work. Examine existing installation and install sample of new tiles for review and agreement on methods of work performance.
- d) Carpet replacement work activities shall include removal of old carpet and installation of new carpet tiles. Remove old carpet tiles and place in dumpster for disposal. Clean floor surface with vacuum cleaning to remove dust, dirt, staple pins, paper clips and other such items. Scrape old glue or tile pieces, if stuck to the floor surface. The floor surface to receive new carpet shall be smooth, free from loose particles or any foreign materials or humps.
- e) Dry-fit cut tiles and apply adhesive to tile back after tile has been cut. Use full uncut tiles down the center of corridors and, where necessary, cut perimeter tiles to butt walls. Butt carpet tile tightly together to form seams without gaps or entrapped pile yarns and aligned with adjoining tiles.
- f) Lay carpet tiles in a Quarter Turn pattern as per existing carpet installation and as agreed during sample installation. Install edge strip at every location where edge of carpet is exposed to traffic, unless otherwise directed.
- g) As the carpeting is installed, remove and dispose of all trimmings, excess pieces of carpeting and laying materials from each area as it is completed. Vacuum carpeting with a commercial vacuum, having a cylindrical brush or beater bar and high suction. Remove adhesives, stains and soil spots in accordance with the carpet manufacturer's recommendations.

## **7.0 DELIVERABLE SCHEDULE**

- a) The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the contract period specified.
- b) Total period of performance shall be 6 months from the date of NTP.

## **8.0 SECURITY REQUIREMENTS**

- a) The Contractor shall, after award of the contract, provide information on each employee who will be working at the Embassy site under the contract. Contractor shall include a list of workers and supervisors assigned to this project. Furnish passport copy, residence visa / work visa copy, and completed Form DS-174 for each of the personnel to facilitate clearance by Embassy security office. Security office will run background checks on these individuals. It is anticipated that it will take four (4) weeks to perform the background checks. Each of the personnel will be required to obtain local police clearance certificate as part of the background checks. The Embassy shall provide necessary request letter addressed to the police department.
- b) Certain work areas identified as CAA in the Embassy will require a security escort and can only be entered during scheduled times. The Contractor shall coordinate with COR for work schedule in these areas. The security office will provide the security requirements. The Contractor shall provide workers general work instructions to avoid accidental security violations.
- c) The Contractor shall coordinate material and equipment deliveries with the COR who in turn will coordinate it with the Embassy security office for access approval. The Contractor shall provide vehicle and delivery personnel information in advance.

## **9.0 PAYMENTS**

- a) This is fixed unit rate and measurable quantity based contract. The Contractor shall submit monthly progress payment request on the basis of work completed. The COR will review and recommend the invoice for payment.
- b) The Contractor shall specifically identify the last invoice as "Final Invoice." The final invoice shall include the remaining payment claimed to be due under the base contract and all modifications issued, if any. The final invoice shall also have the Contractor's Release of Claims Certificate and the Workmanship Warranty attached.

## **10.0 SCHEDULE OF QUANTITIES**

a) Schedule of quantities on the basis of locations:

Item	Description	Unit	Quantity	Rate AED	Total AED
1	Common public spaces such as hallways, meeting rooms, cafeteria, etc.	Sqm	2,700		
2	Office suites in Non-CAA spaces	Sqm	2530		
3	Office suites in CAA spaces	Sqm	3800		
	TOTAL AED				

**END OF STATEMENT OF WORK**