ATTACHMENT #1

STATEMENT OF WORK

EXPANSION OF CONFERENCE ROOM

AT US EMBASSY COMPOUND LEVEL 1
1. SITE ADDRESS:
U.S. Embassy
16 Kozyak Street
Sofia 1408, Bulgaria

2. BACKGROUND
The subject of this Project is expansion of the existing conference room in order to fit a conference table for 10+ person plus telecommunication equipment. The work shall include move of an existing gypsum board wall and two doors plus some consequential electrical and HVAC changes.

3. SCOPE OF WORK
This document is being issued by the US Department of State with the purpose to enter into a contract the following works:

3.1. Demolition work:

3.1.1. Remove 8 m2 suspended ceiling between the new and existing walls including removal of a light fixture and a light sensor
3.1.2. Remove 8 m2 carpet tiles between the new and existing walls
3.1.3. Remove all outlets, a light switches and strobe light on the wall for demolition.
3.1.4. Demolish and dispose 14 m2 dry wall type 15 up to BOS (Bottom of Structure)
3.1.5. Make a door opening on the wall type 7 between room #1920 and #1930

3.2. Construction work:
3.2.1. Wall up the new wall type 15, 100 mm metal studs at 400 mm o.c. up to the bottom of structure, 16 mm gypsum board on both sides up to BOS plus sound attenuation mineral bat between.
3.2.2. Seal the door opening between room #1920 and #1930
3.2.3. Install the two existing door sets to the new locations.
3.2.4. Fix the suspended ceiling above expanded part of the room #1910
3.2.5. Restore 8 m² carpet tiles and 10 m’ vinyl baseboard, all provided by the Embassy.

3.3. Sprinkler system modification
3.3.1. Empty the sprinkler system at Level 1 (the Embassy staff shall assist)
3.3.2. Eliminate / tap a sprinkler head
3.3.3. Move two sprinkler heads on new position at ceiling grid o.c.
3.3.4. Re-fill the sprinkler system. Make 24 hours test for leakage

3.4. Electrical work. All materials like cables, junction boxes and conduits shall be provided by the Embassy.
3.4.1. Bypass the metal conduit for the power outlets at the position of the new door in room #1920. The metal conduits shall bridge the interrupted circuit above the suspended ceiling.
3.4.2. Move 3 ea quad receptacles to a new position, 37 cm above floor as per the attached drawings. The cables should be laid into ½” rigid conduits flushed into the dry wall.
3.4.3. Move a TV outlet to a new position
3.4.4. Install an additional LED emergency light fixture in room #1910 on a separate switch next to the door.
3.4.5. Move light switches next to the new positions of the doors.

3.5. Mechanical
3.5.1. Extend the ductwork above room 1910 as per the drawings
3.5.2. Install an additional diffuser on Ø200 branch
3.6. Final touches
3.6.1. Latex paint 150 m² walls at construction area using OIKOS latex paint the standard color for the Chancery interior walls
3.6.2. Re-paint the door frames, standard color for the door/window frames using water based paint OIKOS
3.6.3. Clean the construction site

4. GENERAL CONDITIONS – Materials, Tool, & Codes

4.1 All materials to be used shall be indicated in the quote and approved by the COR.

4.2 All work must be executed strictly in accordance with the current Codes of Practice.

4.3 All works to be completed in accordance with the relevant and current Bulgarian Standards.

4.4 The contractor is responsible for all the contractor-owned tools and equipment at all times and shall provide a lockable tool and material box for their operatives if required.

5. PARTICULAR CONDITIONS

5.1. Function of works and cleaning requirements.
The Contractor is required to keep the work site neat and in presentable condition at all times and, at his own cost.

The Contractor will visit the site personally, and prepare technical specifications and drawings for all works that are included in the project.

The Contractor shall verify all measurements, surface areas, and material specifications prior to providing a proposed work schedule and time line to the Embassy for approval.

The Contractor shall be responsible for removal and disposal of all construction debris by providing adequate number and size of waste receptacles and other cleaning supplies.

The Contractor will be responsible for site restoration and damages due to work. The Contract personnel will only use restrooms and break areas identified and assigned to them by embassy personnel.

A full time technical supervisor will be assigned, who will be available on project site during the working hours. The technical supervisor will have working knowledge of written and spoken English and will be capable of interpreting drawings and specifications.

Work hours will be from 08:30 to 17:00 including weekends. Requests to do work outside of these hours must be approved in advance by the Embassy, and shall be detailed in the Contractor’s proposal.

All off hour work not identified in proposal must be scheduled in advance and require embassy approval.

The Embassy reserves the right to stop contractor work due to Embassy business and special events. All effort will be made to provide advance warning and minimize contractor losses.
The project shall be completed within 10 working days of the scheduled start date.

The start date will be determined by the Embassy and communicated to the Contractor a minimum of 10 working days before work is scheduled to begin.

5.2. Safety

Contractor shall comply with safety standards found in the Army Corps of Engineers publication EM3851-1 which can be found at http://www.usace.army.mil/Safety-and-Occupational-Health/Safety-and-Health-Requirements-Manual/

The COR will ensure that all equipment used during the project is in safe operating condition.

All personnel on the job site shall have the appropriate job safety equipment and Personal Protective Equipment (PPE).

COR reserves the right to stop the work if any unsafe contractor conditions are observed or encountered.

All equipment must be free from any defects.

5.3. Warranty of Construction

The warranty of contractor work shall continue for a period of five years from the date of customer final acceptance of the work.

Contractor shall be responsible to correct any and all faults or defects which may occur within 5 years from the date of final acceptance of the work.
Contractor shall repair or replace low quality work that does not meet industry standards.

The contractor shall bear all the cost to fix the repairing work during the warranty period.