STATEMENT OF WORK

FOR EXPANSION OF OFFICE SPACE

AT US EMBASSY COMPOUND, LEVEL 2
1. SITE ADDRESS:
   U.S. Embassy
   16 Kozyak Street
   Sofia 1408, Bulgaria
2. BACKGROUND
The subject of this Project is expansion of an existing office space from 11.6 m² to 19.1 m² in order to fit a conference table for 6+ persons. The work shall include move of an existing gypsum board wall and a door to new locations plus some consequential electrical outlets move, a sprinkler heads modification 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 10 m² suspended ceiling between the new and existing walls including removal of a light fixtures and a light sensor
3.1.2. Remove 10 m² carpet tiles between the new and existing walls
3.1.3. Remove power and data/voice outlets plus light switches on the wall for demolition.
3.1.4. Remove the existing door and keep it for installation at the new position
3.1.5. Demolish and dispose 16 m² dry wall type 15 up to BOS (Bottom of Structure)

3.2. Construction work:
3.2.1. Wall up the new wall type 1, 100 mm metal studs at 400 mm o.c. up to the bottom of structure, 16 mm gypsum board on both sides at level 10 cm above suspended ceiling.
3.2.2. Install the existing door at the new location.
3.2.3. Fix the suspended ceiling above expanded part of the office space. Materials shall be provided by the Embassy
3.2.4. Restore 10 m² carpet tiles and 12 m’ vinyl baseboard, all provided by the Embassy.
3.3. Sprinkler system modification
3.3.1. Empty the sprinkler system at Level 2 (the Embassy staff shall assist)
3.3.2. Install a new sprinkler head by modifying the existing sprinkler water main. All materials shall be provided by the Embassy
3.3.3. 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. Move a quad receptacle 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 and running above suspended ceiling.
3.4.2. Lighting: Move 3 light fixtures a step on the suspended ceiling grid. Install an additional LED light fixture, provided by the Embassy. Move the light switch next to the new position of the door. Move the light sensor

3.5. Mechanical
3.5.1. The mechanical part of the project will be a subject to another contract.

3.6. Final touches
3.6.1. Latex paint 100 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. Install 24 m vinyl baseboards, provided by the Embassy
3.6.4. 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.