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ATTACHMENT #1

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# STATEMENT OF WORK

## FOR MAILROOM LAYOUT MODIFICATION AT US EMBASSY COMPOUND, LOW LEVEL

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1. SITE ADDRESS:

U.S. Embassy

16 Kozyak Street

Sofia 1408, Bulgaria

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## 2. BACKGROUND

The U.S. Embassy Sofia mailroom would like to merge an underutilized space with the existing mail room to expand the receiving, outgoing and parcel storage area. This expansion will improve customer service and efficiency by providing additional space for the sorting of incoming items, totalling more than 40,000 kg letters and parcels from DPO and Pouch in 2019 and reflecting an increase of nearly 20% in Embassy Sofia's DPO and Pouch service subscribers since 2017. The larger area will also allow for an additional ILMS terminal, permitting the mailroom to remain open for delivery of parcels and assistance to customers while simultaneously receiving and sorting Diplomatic Pouch and DPO mail. The subject of this Project is merging the Mailroom Packing room with the office space by demolition and removal a partition wall plus all consequential work including modification of fire distinguishing and fire alarm systems, electrical modifications and HVAC

## 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, refer to drawing OBC A0.02 and OBC A0.05:
  - 3.1.1. Remove 26 m2 suspended ceiling in room (0670) including removal of the grid and light fixtures. Pay special attention to the sprinkler heads that have to remain at that stage.
  - 3.1.2. 2 diffusers and 2 suction grills within the demolished ceiling area have to be repositioned to new locations not more than 40 cm aside. During the demolition and construction process they need to stay above the suspended ceiling, so they need to be additionally hanged to the structure
  - 3.1.3. Remove the partition wall between (0660) and (0670) up to the bottom of structure and dispose the debris. Install additional supports/hangers on cable trays, pipes and ducts at the position of the removed wall. Install seismic brackets
  - 3.1.4. Eliminate 3 outlets on the wall to be demolished, circuits: NOB-PLB-9, 11,13

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- 3.1.5. Remove the vinyl tiles around the partition wall to be demolished
- 3.1.6. Remove the existing door and door frame between (0660) and (0670) and keep it in good shape for further installation
- 3.2. Construction work, refer drawing sheets OBC A0.03 and A0.06:
  - 3.2.1. Wall up the new wall type 7, 100 mm metal studs at 400 mm o.c. up to the bottom of structure, 16 mm gypsum board on both sides up to the bottom of structure.
  - 3.2.2. Work out and install a teller window 120x120 cm on the new partition wall: wooden frame as per the building standards, tempered glass pane.
  - 3.2.3. Install new suspended ceiling 20 m<sup>2</sup>, type Armstrong. The new suspended ceiling shall continue the ceiling grid at (0660). The contractor shall provide the ceiling grid, hangers and accessories and the Embassy shall provide the ceiling tiles
  - 3.2.4. Restore 5 m<sup>2</sup> vinyl tiles at the position of the demolished wall. Install vinyl baseboards at both sides of the new wall 7 m'. The vinyl baseboards and tiles shall be provided by the Embassy.
- 3.3. Fire alarm and fire distinguishing systems modification:
  - 3.3.1. Sprinkler system modification. Empty the sprinkler system at Level 0 (the Embassy staff shall assist). Move 4 sprinkler heads at the new positions (shown on drawings FP.01). Refill the sprinkler system. Assign watchers at Chancery LL to monitor for fire hazards during non-operational hours of the sprinkler system. Re-fill the sprinkler system. Make 24 hours test for leakage
  - 3.3.2. Fire alarm (see OBC FP.03): Reposition a fire bell to a new location. Relocate all fire alarm devices on the new suspended ceiling at the centre of the ceiling tiles (not more than 30 cm offset).
- 3.4. Electrical work, refer drawing sheets OBC E.02, E.03 and E.05
  - 3.4.1. Eliminate 3 outlets on the wall to be demolished, circuits: NOB-PLB-9, 11,13. Pull out the cables from the electrical panel.
  - 3.4.2. Clone/add 3 new outlets in order to cover the new furniture and equipment layout.

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- 3.4.3. Move a data/voice outlet to a new location
- 3.4.4. Lighting: Move 3 light on the new suspended ceiling on the new grid and eliminate one next to the column in (0670). Move 2 light fixtures in (0660) on order to line up with other light fixtures
- 3.4.5. Reconnect all lights in 0670 to the same switch at (0660)
- 3.5. Mechanical, refer drawing sheet OBC M.01
  - 3.5.1. Move 2 diffusers and 2 suction grills within the new suspended ceiling area to new locations by extending the flex ducts for diffusers and modifying the ductwork for the suction grills
  - 3.5.2. The New Self-Service Customer room (0670) will not have thermostat for adjusting the air-conditioning. The temperature will be affected by the thermostat in (0670).
- 3.6. Final touches: Latex paint all walls in Mailroom using Sherman Miller latex paint, color: as per building standards. Paint the teller window frame using water-based paint, color: as per building standards. Clean the construction site.

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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. General 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.

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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 we3ekends. 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.