**STATEMENT OF WORK**

**NEC- NOB- Second floor- RSO section remodeling**

**PROPERTY OBO-10000**

**New Embassy Compound**

**US EMBASSY KHARTOUM, SUDAN**

1. **Summary of Work**
2. The US Embassy, Khartoum has a requirement to hire a contractor to carry out all the necessary work required to renovate the RSO section on the second floor of the NOB.
3. The work shall be accomplished as per scope of work, specifications, and General contract conditions.
4. This project requires an experienced contractor to execute the job.
5. 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.
6. Contractors are advised to visit the site, verify the existing site conditions and measurements to develop their proposal. The contractor is responsible to field measure and to quantify the required materials to complete the job.
7. **Materials**
8. The **US government** shall furnish the following: -
9. Floor Carpet and glue/binding materials
10. Paint with all the underlying layers.
11. New furniture.
12. **Statement of Work**
13. The contractor shall renovate the RSO section located on the 2nd floor of the NOB. The section consists of main entrance area, three main offices and large assembly area. The total area is around 130 sq. meters.
14. The work shall include the following
15. Disassemble all existing furniture inside the working area. The contractor team shall remove them outside the area as directed by the Contractor Officer Representative (COR). The GSO warehouse shall move it to another location.
16. Dismantle the existing TV and its stand from the entrance area and repair/ fix any holes on the walls
17. The embassy cleaning contractor shall Vacuum clean the existing old carpet tiles after the regular working hours; then the contractor shall remove them away of the working area as directed by the COR.
18. The embassy cleaning contractor shall blow out the dirt/dust from the ceiling tiles. The contractor shall make sure to cover all affected equipment/ systems to avoid any damage for equipment.
19. Install all the electrical, telecom and/or other conduits through the drywalls and above the ceiling tiles in the entrance area as needed and directed by the facilities team. The length of the conduits is around 15 ML. Install the receptacles and their covers in approved locations as needed.
20. The contractor shall fix/ replace all affected, damaged gypsum boards with the same thickness as the original existing gypsum boards.
21. Paint all the walls with new finish coat. The color and texture shall match the existing walls. If needed, apply additional coats when undercoats, stains, or other conditions show through final coat of paint until paint film is of uniform finish, color, and appearance. All Paint materials shall be Embassy furnished, subject to compliance with requirements to products of “Sherwin Williams” or equivalent, color shall be to match SW7102 White Flour PT-1. Or AlJazeera Paints – G-0004 or equal approved
22. Install the new carpet tiles. Cut and fit the carpet tiles to butt tightly to vertical surfaces, permanent fixtures and built-in furniture including cabinets. Installation Floor coverings shall be cemented directly to the prepared floor in accordance with the manufacturer’s recommended adhesive or equal.

Floor Coverings Installation: Apply the glue and install the new carpet. Cut and fit the carpet tiles to butt tightly to vertical surfaces, permanent fixtures and built-in furniture including cabinets. All floor coverings shall be installed in the colors, patterns, textures and other manners indicated. Floor coverings shall be cemented directly to the prepared floor in accordance with the manufacturer’s recommended adhesive or equal. All seams shall be uniform, unnoticeable, and permanent using the manufacturer’s recommended seam adhesive or equal. The seams shall be joined with adhesives using the compression seam method or manufacturer’s recommendations / specifications. The seams shall be in such a manner as to provide maximum seam protection, serviceability, and appearance. The seams shall be able to withstand conventional cleaning methods. The ends of the seams shall be formed in a straight line with no staggering effect. All floor coverings seams shall have a matching pattern finish with respect to direction and product pattern design. Care shall be taken to properly match dye or bulk lot production runs resulting in a uniform and continuous appearance.

The Embassy will provide the carpet tile and the carpet tile adhesive. For additional information see the link below:

<http://www.tandus-centiva.com/global/us/product-catalog/flooring/pietra_03101.html>

[http://www.armstrong.com/commflooringna/product\_details\_toolbox\_magnify.jsp?item\_id=47120#](http://www.armstrong.com/commflooringna/product_details_toolbox_magnify.jsp?item_id=47120)

<https://www.patcraft.com/app/ProductSpec/Show/I0119/00205>

<https://www.lfishman.com/buy/product/shaw-5100/46231>

1. Install the new furniture in accordance with the manufacturer recommendations, as shown in the attached documents.

https://www.knoll.com/design-plan/resources/literature/installation-instructions/reff-profiles

1. **Due to the occupancy of the section, the work shall be done in three or more phases. The whole work in each section shall be completed first before starting the next phase.**
2. **The contractor shall maintain existing utilities indicated to remain and protect them against damage during the project. Damages caused by demolition and renovation operations, shall be repaired by the contractor at no additional cost to the Government.**
3. **The contractor shall transport from site all debris, rubbish, and materials resulting from operations and dispose offsite on daily basis in accordance with local regulations.**
4. **General Conditions of Contract**
5. **General**
6. 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.
7. 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.
8. Contractor shall restore all surfaces disturbed by construction to match with existing finish.
9. 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.
10. All material shall be new, checked and approved by COR prior to installation and proper test certificate of the materials to be submitted.
11. **Responsibilities of contractor**
12. 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.
13. 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.
14. Contractor shall inspect and evaluate all available drawings and reports pertaining to the project. The Contractor shall field verify all dimensions for construction relevant to the project.
15. Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work.
16. 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
17. Contractor should keep the site clean and accessible to Embassy employee all time.

The contractor shall submit a detailed schedule showing each activity along its duration, predecessors, and successors. A computerized schedule is preferred.

1. The Contractor’s senior representative shall be responsible for briefing COR or his supervisors on the status of the Work. The Contractor shall have all the means to communicate with on-site personnel using state-of-the-art technologies for the industry including, but not limited to, electronic mail, World Wide Web, digitizing equipment, wireless phone or other means.
2. Duration of work for the project shall not exceed **25 (Twenty five)** working days. Any changes will be arranged NOT LESS than 4 days ahead of schedule.
3. After contract award, the contractor shall submit for approval, this schedule shall be discussed and approved by the COR prior to work commencement. The schedules shall be closely monitored. The contractor shall identify areas of problem and take the necessary actions to improve and maintain progress within the approved schedule.
4. Contractor’s Liability:

The Contractor must have complete insurance coverage for any injuries or damages that may occur during the project/ construction period.

1. **Specifications**
2. Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.
3. **Execution of work**
4. The Contractors are advised to review the attached set of 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.
5. On award of the work, Contractor shall submit a bar chart within 3 days for approval of the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered. Contractor shall notify the COR well in advance regarding the problems, if contractor is expecting/facing during the execution of the project.
6. The contractor shall prepare and send week’s ahead activity plan via e-mail.
7. 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.
8. **Site clearance and cleanup**
9. The Contractor shall clear away all debris and excesses materials accumulated at the site and dispose it away from the Embassy premises and maintain a neat site condition.
10. On completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.
11. **Workmanship**
12. Workers working on the site shall be skilled in their job and have experience in same type of job.
13. Upon the request of the COR, the Contractor shall remove any person employed by him who, in the opinion of the COR, is incompetent or has conducted himself improperly. The Contractor shall not permit a person who has been removed to return to the work site.
14. **Working Hours**
15. Regular Working hours shall be 8:30 A.M. to 4:30 P.M. Sunday to Thursday. However, due to the nature of this project; the work may be adjusted to be after regular working hours and on weekends. A detailed schedule from the contractor shall be presented to the Contracting officer for approval
16. **Security Clearance**
17. 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.
18. Contractor shall give his workers name at least 3 days in advance to get the security clearance. All the workers shall have the photo ID or photo ID with the company name.
19. **Safety procedures**

**Scope and Application**

1. 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. Safety meetings shall occur at least once a week with at least one Embassy staff member present.
2. Contractor shall acknowledge POSHO authority to specify ideas, monitor towards completeness until shut down.
3. 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.
2. Safety glasses will be worn while performing the following
3. Drilling
4. Chiseling, chipping
5. Wood working, metal working
6. Hearing protection will be provided for all those who operate loud power tools and equipment.
   1. Hard hats will be worn in areas where falling objects are a hazard.
7. Gloves will be worn for cleanup and removal of work area waste and materials.
   1. Proper footwear will be worn by all workers, including safety shoes.
8. The contractor will identify a safety officer for each project responsible for the following:
9. Use of Signs and Barriers
   1. Barriers and signs shall identify workplace hazards and special instructions.
   2. Minimum space required to perform work shall be identified.
   3. Ribbon, tape, fencing or portable barriers will create a controlled area around work site.
10. Electrical issues
    1. All power cords and power taps will be wired appropriately, leaving no exposed wires that are live or could come in contact with staff.
    2. 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).
    3. 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).
11. Equipment will be plugged into a standard GFCI-protected receptacle and not wired directly into power taps.
12. Waste cleanup and removal
    1. All excess or waste materials will be removed from the site at the close of each workday. Debris will be removed to include food bags and containers. Staging of materials shall be in an agreed upon location.
13. **Inspection**
14. The Contractor shall maintain a system of quality control to ensure that the materials and services meet the requirements of this contract. The Government reserves the right, as provided herein, to inspect the Contractor's work as well as his system of QA/QC.
15. The Contractor shall nominate a key individual responsible for work execution and quality control.
16. **Acceptance**
17. Acceptance of deliverable items shall be carried out by the Contracting officer (CO)or his representative (COR). Acceptance or use of documents developed under this contract shall not in any way relieve the Contractor of responsibility for the design and workmanship.
18. **Warranty**
19. 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 six months 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.