



## **SCOPE OF WORKS**

### **PAINTING OF METAL BALLARDS, GATES AND FENCES (UNITED STATES EMBASSY BRUSSELS, BELGIUM)**

#### **OVERVIEW**

The United States Government (USG), Department of State (DOS), has a requirement to repaint metal bollards, gates, and fences around a compound in the Brussels area. The USG requires quotations from a contractor to complete the proposed modifications.

#### **INTENT**

Requirements in this SOW serve as a direction to the Contractor for the repainting of the metal bollards, gates, and fences around a compound. The Contractor shall perform all services in accordance with standards of skill, care and diligence adhered to by reputable, first class international firms and shall conform to widely accepted professional practices.

#### **PROJECT DESCRIPTION**

The USG intends to repaint the metal bollards, gates, and fences around a compound. Around 120 meters long and 3 meters high and 131 bollards. The requirements below are the basis for the refurbishment. The refurbishment shall use only high quality, first class materials and fittings. A site visit will be scheduled.

#### **SCOPE OF WORK**

***Note: This is an official building of the USG; the materials and fittings used should be of a standard fitting for an office of this standing.***

#### **Scope of works**

The scope of the project is structured in two options:

##### **OPTION 1**

##### **Sanding and painting of the Items**

- Protect the floor and bluestone
- Remove rust stains, roughen / sand other surfaces manually
- Dusting
- Paint entire bollards, gates and fences in 2 layers of anti-rust lacquer paint Sigma neofer décor or equivalent
- Golden points at the top of the fence: paint in 1 layer of gold paint

**OPTION 2****Sandblasting and painting of the items**

- The bollards, gates and fences will have to be packed (tunnel) because of a lot of dust.
- An extraction will have to be installed because of a lot of dust and obligation by law (safety, health and environment) (included in the price)
- Protect the floor and bluestone
- Full surface sandblasting
- Sandblasting the steelwork and removal of blasting grit
- Apply three layers of paint.
- Golden points at the top of the fence: paint in 1 layer of gold paint on the primer

*Bill of materials for OPTION#1*

<b>Line Item</b>	<b>Description</b>	<b>Unit of Measurement</b>	<b>Quantity</b>	<b>€/ Unit</b>	<b>€ (TOTAL)</b>
1	Option#1 Fence painting works (traditional method)	LM			
2	Option#1 Golden Spades (Painting)	Each			
3	Gates (Painting)	Lump.			
4	Bollards (Painting)	Each			

*Bill of materials for OPTION#2*

<b>Line Item</b>	<b>Description</b>	<b>Unit of Measurement</b>	<b>Quantity</b>	<b>€/ Unit</b>	<b>€ (TOTAL)</b>
1	Option#2 Fence painting works (sandblasting method)	LM			
2	Option#2 Golden Spades (Painting)	Each			
3	Gates (Painting)	Lump.			
4	Bollards (Painting)	Each			

**PRICE**

The Contractor shall complete all work, including furnishing all labor, material, equipment and services required under this purchase order for the following firm fixed price and within the time specified. This price shall include all labor, materials, all insurances, overhead and profit.

Total Price (including all labor, materials, overhead and profit) Excluding VAT	
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**A.1 VALUE ADDED TAX**

**VALUE ADDED TAX (VAT).** The Contractor shall include VAT as a separate charge on the Invoice and as a separate line.

Any and all work/service, and items placed permanently, of the renovation will need to have VAT added to invoices over €2,500.00, where a Certificate 151 will be used for manual verification from the Ministry of Finance.

6% VAT is applicable to any renovation work and any items that will be permanent when a building is older than 10 years.

**PAINTING SPECIFICATIONS PAINTING SPECIFICATIONS**

1. Exterior Painting fences

Paint surfaces as directed by the task order. Match paint to similar adjacent materials or surfaces.

- a. **Paint:** This category includes coating systems materials, primers, emulsions, enamels, stains, sealers and fillers, and other applied materials whether used as prime, intermediate or finish coats.
- b. **Product Data:** The Contractor shall submit manufacturer's technical information, label analysis, and application instructions to the COR for each paint material proposed for use, prior to starting work. The Contractor shall list each material and cross-reference specific coating and finish system and application as an attachment to the above submittal. The Contractor shall identify each material by the manufacturer's catalog number and general classification.
- c. **Single Source Responsibility:** The Contractor shall provide primers and undercoat paint produced by the same manufacturer as the finish coats.

- d. **Material Quality:** The Contractor shall provide the manufacturer's best quality trade sale type paint material. Paint material containers not displaying manufacturer's product identification are not acceptable.
- e. **Material Delivery:** The Contractor shall deliver materials to the job site in manufacturer's original, unopened packages and the containers shall bear the manufacturer's name and label with trade name and manufacturer's instructions.
- f. **Material Storage:** The Contractor shall store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 degrees F (7 degrees C). The Contractor shall protect materials from freezing and keep storage area neat and orderly. Contractor shall remove oily rags and waste daily.
- g. **Project Conditions:** The Contractor shall not apply paint when the relative humidity exceeds 85 percent, or at temperatures less than 5 degrees F (3 degrees C) above the dew point, or to damp or wet surfaces. The Contractor shall apply paint only in temperatures that comply with the manufacturer's specifications.
- h. **Preliminary Examination:** The Contractor shall examine substrates and conditions under which painting will be performed for compliance with requirements and shall not begin application until unsatisfactory conditions have been corrected.
- i. **Preparation:**
  - 1. The Contractor shall remove hardware and hardware accessories, plates, light fixtures, and items in place that are not to be painted, or provide protection such as taping, prior to surface preparation and painting.
  - 2. The Contractor shall clean and prepare surfaces to be painted following the manufacturer's instructions before applying paint or surface treatments. This preparation includes removal of oil, dust, and direct, loose rust, mildew, peeling paint or other contamination to ensure good adhesion. In some cases, the Contractor may be requested to remove all existing coats of paint and sealers if prior paint application is showing signs of improper adhesion, such as peeling, chipping, etc.(Sandblasting) All surfaces must be clean and dry. The Contractor shall schedule cleaning and painting so dust and other contaminants will not fall on wet, newly painted surfaces.
  - 3. The Contractor shall notify the Contracting Officer or COR of problems anticipated for any minor preparatory work required, such as but not limited to, filling nail holes, cleaning surfaces to be painted, and priming any requisite areas. Plan preparatory work, as most units in residential areas will have nail holes or areas that will need to be primed or sealed. Replace all electrical covers with new covers after painting.
- j. **Application Paint:** The Contractor shall apply paint following the manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.

Unless otherwise specified, the Contractor shall use a high quality anti-rust lacquer paint Sigma neofer decor paint (containing no lead or mercury) for all fences. The color must match the existing color, which will normally be off-white. The Contractor shall provide samples of the color on sample of the type of material to be painted before actual paint date is scheduled.

**I. Preparation:** Observe manufacturer's recommendations in regarding to preparation of surfaces to receive paint and application of paint itself. Procedures shall include, but not necessarily be limited to, the following:

a. Cleaning - Clean down and remove oil, grease and loose foreign matter, including, mold mildew, dirt and corrosion products, in a manner which causes neither undue damage to the substrate nor damage to, or contamination of, the surroundings or the paint system to be applied;

b. Glossy Surfaces - Adequately scuff and/or solvent or chemically etch as appropriate to provide satisfactory adhesion for subsequent paint coats;

c. Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and sand smooth, to ensure all coats finish smooth;

d. Drying - Unless otherwise specified, ensure that surfaces are cured and dry before applying additional coats of paint;

e. Generally - Remove weld spatter, slag, burrs, or any other objectionable surface irregularities. Remove any rust and apply rust primer;

f. Apply an oil-based primer to any bare timber surfaces;

g. Light sanding between coats.

## **PAINT APPLICATION**

a. Apply paint and related material two coats of anti-rust lacquer paint Sigma neofer décor or equivalent selected finish color paint or with the number of coats specified in accordance with the manufacturer's recommendations. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer;

b. Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities;

c. Wet Paint Warning - Place notices and do not remove until paint is dry.

## **WORK AREA PROTECTION**

Before painting in any section of the building, use plastic sheeting to protect finishes. Use masking tape wherever necessary to protect finished work or other surfaces liable to damage during painting.

## **TOUCH UP**

Clean off marks, paint spots and stains throughout including on glass, restoring damaged surfaces to their original condition.

## **WORKMANSHIP STANDARDS**

Care shall be taken to ensure that the base surfaces are properly prepared and that the materials are used correctly. Where other approved Codes of Practice are applicable, the workmanship and procedures described by the relevant Codes shall be regarded as the minimum standard acceptable.

Store and apply paint in accordance with the manufacturer's directions and the methods nominated in ASTM Paint standards for the painting of buildings" and Construction Standard Specification Section 09900 Painting. Use applicators and techniques best suited for the type of material being applied.

"Ridging" at roller overlaps shall not be permitted. Apply finish as heavily as possible without running to provide a uniform finish and color free from brush marks, hair, and other imperfections. Paint surfaces behind mobile equipment and furniture the same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture. Finish exterior painted doors on tops, bottoms and side edges the same as the exterior face.

Sand lightly between each successive coat as recommended by the paint manufacturer. Apply each coat of material at not less than the manufacturers recommended spreading rate.

## **GENERAL**

1. All work is to comply with local and the US regulations.
2. The contractor will rectify any damage to all areas on completion of the works.
3. The contractor shall supply all materials and labor in order to complete the works.
4. All waste material to be taken from site and disposed of by the contractor.
5. Site is to remain tidy at all times and cleaned up on completion of works.
6. All work to be carried out in a workmanship like manner.
7. All Documentation regarding warranties, guarantees and instructional literature are to be handed to the COR.
8. All care must be taken to protect the nearby objects of bollards, gates and fences within the property and always use drop sheets/proper protections where necessary.
9. Any variations are to be priced and approved in writing by the Contracting officer before proceeding with the work.
10. All measurements are to be confirmed by the contractor on site.

**NOTE:** Any damage caused by the Contractor or his contractors is to be made good at the Contractor's expense.

## **CONTRACTOR PROVISIONS**

The Contractor shall supply everything necessary for the execution and completion of the work including paint, brushes, rollers, drop sheets, sandpaper, fillers, sealants, scrapers, thinners, tints, color charts, masking tape and material, ladders and scaffolding. Site preparation and installation performance shall be in accordance with the USA and Belgium building codes and standards

## **WORK SAFETY**

Contractor shall at its own expense, protect its employees and all other persons from risk of death, injury or bodily harm arising from or in any way related to the work. Contractor shall fully comply with all laws, orders, citations, rules, regulations, standards and statutes concerning occupational health and safety, accident prevention, safety equipment and practices, including, but not limited to federal and state OSHA regulations. Contractor shall provide the COR with the contact person responsible for contractor safety compliance. Contractor shall conduct daily inspections to determine that safe working conditions and equipment exist and safe practices are observed, and accepts sole responsibility for providing a safe work place for its employees and all subcontractors and material suppliers. Contractor shall immediately notify the COR of any unsafe conditions or practices observed on the work site. The Contractor shall immediately notify the COR of any job related accidents or injuries on the work site.

## **OCCUPANCY OF PREMISES**

Before work is started the contractor shall arrange with the Contracting Officer's representative a sequence of procedures, means of access, and space for storage of materials and equipment.

## **WORKING HOURS**

Working hours are from 8am to 5pm Monday through Friday. Request to work outside normal Embassy working hours shall require seven days advance notice and written approval from the Contracting Officer.

## **SECURITY CLEARANCE**

The Contractor shall provide, in writing, transportation details (vehicle registration number and drivers names) to the COR.

## **WARRANTY**

The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that every installation will provide the capacities and characteristics specified. The contractor further guarantees that if, during a period of minimum **three years** from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his expense. Any issues will be addressed by the

contractor within 48 hours and any such defects will be repaired by the contractor at his expense within 72 hours of notification.

#### **SITE PREPARATION AND CLEANING UP**

The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove from the premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government. Unsightly materials and debris including excess soil, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.