Scope of Work

RENOVATION OF THE BATHROOM AND DRESSING ROOM OF A GOVERNMENT OWNED RESIDENCE IN 1000 BRUSSELS

RESIDENCE BUILDING

02/21/2019
Scope of Work

1. DESCRIPTION OF SERVICES
The US Embassy, Brussels has a requirement to renovate the bathroom of a government owned property within the embassy compound. The works shall be done as per drawings and pictures, scope of work, specifications and General contract conditions. This project requires an experienced contractor execute the job.

The contractor shall provide all labors, material tools, equipment, supervision and other related items required to complete the project as per scope of work, specification and attached drawings.

Contractors are advised to visit the site, verify the existing site conditions to develop their proposal.

2. SCOPE OF WORK
The general scope of work for the toilet renovation can be summarized as follows (Refer drawings):
A. Demolition and modification of the existing bathroom.
   - Cover all door openings with plastic paper to avoid dust in other areas.
   - Provide necessary dust barriers to avoid construction dust spreading into other rooms/ floors etc. wherever the dusts are exposed.
   - Remove the existing floor materials.
   - Remove bathroom furniture and mobile items.
   - Remove electrical appliances and sanitary ware.
   - Provide proper props before demolition of wall.
   - Demolition of wall and provide concrete support and finishing.
   - Dispose of debris.

B. Adapt and renovate the plumbing positions as required.
   - Based on the existing pipes in the bathroom the contractor will adapt and renovate the positions of water supply and drains (cold and hot water)

C. Make modifications for all the electrical receptacles and lights.
   - Modifications need to be made so the electrical receptacles are in the area of the wall modification.
   - Provide lighting system as required.

D. Delivery and installation of the bathroom floor and wall tiles.
   - Delivery and installation of ceramic floor wall and floor tiles matching with the other existing toilets.
   - Tiles placed in a mortar bed, thickness 10 cm (or other alternative options)
E. Replacement of bathtub
   - Removal of existing bathtub
   - Installation of new walking shower.

F. Installation of walk-in shower
G. Remove and install washbasin if necessary.
H. The installation of a new toilet.
I. The installation of a new towel dryer- radiator etc.
J. Install necessary mirror and cabinets
K. Install exhaust system

**Bill of Materials (Bathroom)**
Refer drawing#01

<table>
<thead>
<tr>
<th>SN</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>€ / Unit</th>
<th>TOTAL €</th>
</tr>
</thead>
</table>
| E  | Site preparation, demolition and safe removal/disposal of existing items
   - Bathtub
   - Washbasin & counter
   - Vanity
   - Shower and fixtures
   - Etc.(to be specified during site visit) | Lump.   | 1        |          |         |
| 1  | Extension of existing wall (or alternative partition wall)
   - Vanity | Lump.   | 1        |          |         |
| 2  | Washbasin
   - Two Numbers of washbasins and the washbasin counter.
   - Basin faucets – hot and cold water (Two pieces) | Lump.   | 1        |          |         |
| 3  | Bathroom vanity sets
   - Bathroom vanities with mirror | Lump.   | 1        |          |         |
| 4  | Washbasin counter (underneath store)
   - Two stores (minimum 3 drawers) | Lump.   | 1        |          |         |
<table>
<thead>
<tr>
<th>SN</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>€ / Unit</th>
<th>TOTAL €</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Vanity (or design)</td>
<td>Lump.</td>
<td>1</td>
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<tr>
<td></td>
<td> Vanity for proposed shower room</td>
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<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Walk-in shower</td>
<td>Lump.</td>
<td>1</td>
<td></td>
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<tr>
<td></td>
<td> Walk-in shower</td>
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<tr>
<td></td>
<td> Shower door (in swinging or sliding door etc.)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td> Shower sets and accessories</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>Toilet</td>
<td>Lump.</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td> Water closet set</td>
<td></td>
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<tr>
<td></td>
<td> Ensure sewer vent pipes are in place.</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td> Necessary accessories</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Wood painting</td>
<td>Sq. m</td>
<td>2.09</td>
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<tr>
<td></td>
<td> Painting the wood at entry</td>
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<tr>
<td>9</td>
<td>Ceiling and overhead works</td>
<td>Sq. m</td>
<td>8.90</td>
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<tr>
<td>10</td>
<td>Flooring and joints</td>
<td>Sq. m</td>
<td>5.40</td>
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<tr>
<td>11</td>
<td>Wall cladding and joints</td>
<td>Sq. m</td>
<td>44.20</td>
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<tr>
<td>12</td>
<td>Electrical systems and lightings</td>
<td>Lump.</td>
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<tr>
<td>13</td>
<td>Provision of exhaust and safe exhaust exist out of house.</td>
<td>Lump.</td>
<td>1</td>
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<tr>
<td>E1</td>
<td>Additional items</td>
<td>Lump.</td>
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<tr>
<td></td>
<td>- Towel dryer</td>
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<tr>
<td></td>
<td>- Etc.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>E2</td>
<td>Installation &amp; construction</td>
<td>Lump.</td>
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</table>
3. CONDITIONS OF CONTRACT

i. General
This is a firm fixed price job for the entire work and amount quoted shall include all work described in attached drawings, 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. 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.

The Contractor shall restore all surfaces disturbed by construction to match with existing finish. 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.

ii. Responsibilities
The Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and equipment etc., required for completion of the work in all respect and as per the scope of the work.

iii. Expenses
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.

The Contractor shall be responsible to carry out all the works to that is required to restore the disturbed area to its original texture and color, this includes but not limited to plastering, painting, touch up painting, sanding, tiling etc.

The contractor shall maintain existing utilities indicated to remain and protect them against damage during the project. Damages caused by works, shall be repaired by the contractor at no additional cost to the Government. The contractor shall transport from site all debris, rubbish, and materials resulting from operations and dispose of site on a daily basis in accordance with local regulations.

The Contractor shall employ and provide one full time engineer to supervise the project and has experienced of carrying out such type of work.
The 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.

The Contractor should keep the site clean and accessible to Embassy employee all time.

iv. Specifications
Work under this contract shall be carried out strictly in accordance with specifications attached and will meet US and Local codes.

v. Execution of Work
The Contractors are advised to review the 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.
On award of the work, Contractor shall submit all items below via email:

a) Bar chart within 3 days for approval by the Contracting Officer Representative (COR). All dates and time schedule agreed upon should be strictly adhered to. Contractor shall notify the COR in advance regarding anticipated problems through the project.

b) Proposed start date

c) Weekly schedule/activity plan for the duration of the project prior to the start date.

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.

The duration of the project shall be 3-5 weeks.

vi. Materials
All materials used on this work shall be new and conforming to the contract specifications as per US and local codes.

Materials shall conform to the latest US Standards specifications as amended to date and carry certification mark. Contractor shall submit material samples and catalog for pre-approval.

All materials used on the project shall be approved by the Contracting Officer Representative (COR) before use. Any changes/substitutes on material shall be approved by COR before proceeding.
vii. Storage of Materials
All materials shall be stored in a proper manner protected from natural elements so as to avoid contamination and deterioration.

viii. Site clearance and cleanup
The Contractor shall clear away all debris and excess materials accumulated at the site and dispose of it away from Residence premises, maintaining a neat site condition.

On completion of project, Contractor shall remove all surplus materials and leave the site in a broom clean condition.

ix. Workmanship
Workers working on the site shall be skilled in their job and have related job experience.

x. Working hours
Working hours shall be 8:30 A.M. to 4:30 P.M Monday to Friday. No work shall be done on Saturdays and holidays without the prior approval of the Contracting Officer.

xi. Security clearance
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.

The Contractor shall give workers names at least 3 days in advance to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

xii. Safety
The Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction.

The Contracting Officer and the Post Occupational Safety and Health Officer [POSHO] reserve the right to suspend work when and where Contractor's safety and health program is considered to be operating in an inadequate or non-complying manner.

The Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site. Work will be stopped in case the proper protection equipment is not found with the workers and the lapse of time shall be at the Contractor’s expense.

The Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants or equipment.
The Contractor will use all safety gadgets e.g. hard hats, cotton gloves and goggles as required on site to avoid the accident.

Any equipment or work considered dangerous shall be immediately discontinued.

xiii. Warranty
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 contractor further guarantees that if, during a period of 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 expenses.

4. DRAWINGS

DRAWING#01 (BILL OF MATERIALS)
DRAWING#2 (LAYOUT PLAN)

DRAWING#3 (DRESSING ROOM WALK-IN CLOSET - DRAWINGS)
(Drawings enclosed)