



Scope of Work for Roof Repair in a USG Owned Residence 2020 - Embassy Brussels

1. INTRODUCTION

The U.S. Embassy is requesting proposals from qualified contractors to perform roof repairs at one of our residences in the Brussels area. The contractor will be solely responsible for providing construction services, contract coordination and supervision, including, but not limited to, the management necessary to meet requirements of this contract. The roof leak situated at the middle of the roof and the entire roof needs to be renewed.

2. PROJECT DESCRIPTION

The proposed repairs shall comprise the following work:

- Remove old slates, lead works and insulation. Around 67 square meters.
- Replace damaged or rotten beams in the affected area if necessary.
- Install new insulation around 67 square meters.
- Renew round copper chapel in the middle of the roof.
- Install new underlay insulation foil.
- Install new lead.
- Install new slates. Around 67 square meters.

Survey: The contractor shall survey the property and verify the work required against the task order before beginning work. The contractor shall immediately report any discrepancies to the Contracting Officer's Representative or the Contracting Officer and shall not start the works until such matters are resolved. The extent of area to replace shall be determined after the site visit.

3. GENERAL REQUIREMENTS

3.1 PROJECT EXECUTION

The work executed in a diligent manner in accordance with a negotiated firm fixed price within the performance period. Repair works shall not disturb or damage any fixed property (including light fixtures, floors, carpets, or windows). The Contractor shall move, protect, and return such property to its original position upon completion of work in that area.

The Contractor shall protect floors from soiling and spills by using a suitable protective cover. Contractor must cover the roof against rain after works are finished every day before leaving the site. The Contractor shall also equip interior ladders and scaffolding with clean rubber shoes or similar protection devices.

If the Contractor spills any materials, or in any way soils the floors, the Contractor shall clean up using a specialist floor finishing company at the Contractor's expense. After completion of the work, the Contractor shall return all furnishings to their original position and clean the work area free of litter and debris.

3.2 CONTRACTOR'S USE OF PREMISES

Occupied premises: The Contractor and its subcontractor's employees shall comply with the regulations promulgated by the government governing access to operation. Moreover, conduct while in or on the premises and shall perform the work required under this contract in such a manner as not to unreasonably interrupt or interfere with the conduct of Government business.

Request from occupants: Any request received by the Contractor to change the sequence of work shall be referred to the COR for determination.

Access are limited: The contractor, its subcontractors and their employees shall not have access to or be admitted into any building or portion of the site outside the areas designated in this contract except with the permission of the contracting Officer.

Working hours are from 8.00am to 5.00pm Monday to Friday.

4. CONTRACT ADMINISTRATION AND COORDINATION

4.1. All technical questions concerning the scope and requirements of this contract directed to the COR.

4.2. The Contractor shall act in coordination with the Contracting Officer's Representative (COR) for this contract.

4.3 The Embassy has the right to inspect and test all products and services called for by the contract, to the extent practicable, at all times and places during the term of the contract. The COR may perform quality assurance inspections (QAI) and test to confirm the work is done in accordance with the SOW.

4.4 Submit for government approval all roofing materials been used within this contract at least 5 working days prior to beginning work. The materials used need the government approval.

5. RESPONSIBILITY OF THE CONTRACTOR

5.1 The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all repair works and other services furnished under this contract.

5.2 The Contractor shall identify a Project Site Manager who shall be responsible for the overall management of the project and shall represent the Contractor on the site during construction. The Project Site Manager shall speak English.

5.3 The Contractor is responsible for safety on this job site and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.

5.5 The Contractor shall be and remain liable to the US Embassy, Brussels in accordance with applicable US law for all damages caused by the Contractor's negligent performance of any of the services furnished under this contract.

6. RENOVATION REQUIREMENTS

6.1 The Contractor shall be responsible for the required materials, equipment, personnel to manage, administer, and supervise the repair project. All workmanship shall be of good quality and performed in a skillful manner as determined by the Embassy. The Government will furnish no materials.

6.2 All materials and equipment incorporated into the project shall be new. The Contractor shall transport and safeguard all materials and equipment for the work.

6.3 The Contractor must keep the work area free from accumulation of waste materials. Upon completing work, the Contractor shall remove all temporary facilities and leave the project site in a clean and orderly condition acceptable to the Embassy.

7. SECURITY

7.1 The work be executed under this contract requires that the Contractor submit Names of employees, subcontractors and a copy of their ID or passport. We also require the brand, color and license plate numbers of all vehicles that will enter the premises. Information submitted by the Contractor will not disclosed beyond the Embassy.

7.2 Work scheduling and execution: US Mission office is a full operational facility and therefore above specified work must not interrupt normal work or work environment by noise, dust, and egress, access traffic. Schedule of all work, demolition and new work, must be approved by the Contracting Officer's Representative (COR) prior to the commencement of the construction.

8. 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 observed, accepts sole responsibility for providing a safe workplace 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.

9. 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 defects shall be repaired by the contractor at his expense. The issues addressed to the contractor within 48 hours and defects repaired by the contractor at his expense within 72 hours of notification.

10. PERFORMANCE PERIOD

8.1. The work will take approximately 7 working days.

8.2. Start of the work must be coordinated with the Embassy (COR).

11. FINAL CLEANUP

Final cleaning should take place immediately prior to the COR's inspection of work for substantial completion. Use experienced personnel capable of providing a level of cleanliness normally expected in a first-class commercial project. Clean affected exterior and interior work areas to a dirt-free condition, free of stains, and other noticeable construction related substances.