



STATEMENT OF WORK

FOR

Replacement of Wood (Parquet) Flooring

At

**U.S. Embassy Addis Ababa, Ethiopia
Chief of Mission Residence (CMR)**

Date: December 2020

1. PROJECT SUMMARY

The U.S. Embassy Addis Ababa requires a CONTRACTOR to replace wood (parquet) flooring in the Chief of Mission Residence (CMR) at the U.S. Embassy in Addis Ababa, Ethiopia.

2. PRE-BID SITE VISIT

There will be a pre-bid site visit to verify all measurements, materials and requirements for prospective bidders.

3. EXPECTED DURATION OF PROJECT

Time is of the essence and this project shall be completed in an expedited manner. The bidders must provide a proposed schedule to include estimated completion date.

4. TECHNICAL POINT OF CONTACT

U.S. Embassy Facility Office

5. CONTRACT ADMINISTRATION

U.S. Embassy Procurement Office

6. DETAILED REQUIREMENTS

The CONTRACTOR shall supply all required expertise, labor, tools, equipment, materials, and services required to provide a complete wood floor installation in accordance with the approved plans, specifications and interior finish schedules.

7. WORK

The work shall include, but not be limited to, the following:

A. WOOD (PARQUET) FLOOR:

1. The CONTRACTOR shall document existing patterns and wood species currently in Area of Work with photographs and/or drawings.
2. The CONTRACTOR shall remove all wood flooring in Area of Work and do all required preparation needed for installation of new flooring.
3. The CONTRACTOR shall install new 25 mm thick wood flooring to match original colors, patterns and wood species of existing floor.

4. The CONTRACTOR shall sand, prepare and finish new wood floors as needed for a finished appearance.
5. The CONTRACTOR should paint one coat of primer or wood seal and 2 coats of lacquer. Floors must be dry and spotlessly clean before lacquer application.
6. The CONTRACTOR shall provide temporary protection as needed to ensure no damage to other work. All damages shall be corrected as a part of the work.

8. PERSONNEL

The CONTRACTOR shall provide both skilled and unskilled labor to complete this project. At no time shall laborers be unsupervised while on the Embassy Compound. The CONTRACTOR will always be escorted by U.S. Government staff while on the Embassy Compound.

9. SAFETY

The CONTRACTOR is required to maintain a safe environment for U.S. Government employees, the general public, and CONTRACTOR employees. All employees of the CONTRACTOR shall wear the appropriate shoes or work boots while working on this compound. The U.S. Government shall not be held responsible for CONTRACTOR injuries resulting from work related to this Contract.

10. COVID19

- A. Masks or face coverings shall be properly worn at all times by CONTRACTOR employees while on the Embassy Compound.
- B. CONTRACTOR employees shall maintain appropriate social distance (2 meters) from each other and all U.S. Government employees to the maximum extent possible.
- C. CONTRACTOR employees shall wash hands with soap and water and/or use hand sanitizer upon entering the Embassy Compound and again upon entering the CMR.
- D. Each employee shall be screened for illness (verify employee has no COVID19 symptoms) each morning prior to entering the Embassy Compound. Any employee with one or more COVID19 symptoms shall not be permitted to enter the Embassy Compound.

- E. A daily log of on-site CONTRACTOR employees and their COVID19 screening results shall be maintained by the CONTRACTOR and provided to U.S. Government upon request.

11. MATERIALS

All materials provided by the CONTRACTOR shall be new at the start of this project. No material shall be installed that has been previously used. The Contracting Officer or his representative shall approve all proposed materials prior to commencement of work.

12. WORKING HOURS

Access will be available from Monday through Friday from 08:00 hours until 17:00 hours. The daily working schedule can be adjusted, if mutually agreed between the COR and CONTRACTOR with 24 hours advanced notice.

13. CLEAN UP

The CONTRACTOR shall maintain a clean work area at all times. Items for installation and debris shall not be left in an area where it may become a tripping hazard. Upon completion of the job, and prior to submitting his final invoice, the CONTRACTOR shall remove all leftover material, tools, debris, and shall have restored his mobilization area back to its original condition.

14. MANAGEMENT AND SUPERVISION

The CONTRACTOR shall designate a representative who shall be responsible for on-site supervision of the CONTRACTOR's workforce at all times. This supervisor shall be the Point of Contact (POC) for U. S. Government staff. The supervisor shall have sufficient English skills to effectively communicate with members of the U. S. Government staff.

END OF STATEMENT OF WORK