

STATEMENT OF WORK

1.1. Overview

American Embassy is going to commission/place a contract for the reconstruction of the M&C system in the boiler room of its building in Prague 6, Bubeneč, according to prepared design documentation which is a part of client's materials provided in a selection process.

The new system will be fully operational and all areas and parts involved in the work and in the system must be fully functional.

The current gas low-pressure boiler room situated in the basement in a separate room is the building's source of heating. The technical arrangement of the boiler room will be kept in place.

The requirements stipulated by the binding standards applicable in the Czech Republic (regarding the work and functional groups in question) will be respected.

1.2. Scope of work and Deliverables

Scope of work includes:

- 1) Working out the complete M&C system offer according to an implementation design provided by client. The offer will include electro inspection report and a design of actual implementation.
- 2) Prior to the commencement of the work, and for approval by the Embassy, the contractor will prepare a schedule for the works indicating at a minimum the delivery time of the work realisation, the demolition schedule, the installation sequence, the civil works schedule, and the planned completion of the work. Cleaning up after the job will have to be done daily before closing time of installers.
- 3) Delivery and installation will contain all devices and accessories for complete M&C system according to the submitted design cabling for reconnection to the current piping, moldings and material for reconstruction of degraded parts of a current electro wiring.
- 4) Construction work related to installation of units, pipes for wiring protection, cables, raceways and supporting frames. Delivery and installation of supporting frames (if required) including their fixing on the walls. All cables will be minimized and concealed behind approved raceways. Final fixing, patching, painting and cleaning of any damaged surfaces and affected areas.
- 5) Putting system units into operation and testing in the presence of the COR.
- 6) Operation and maintenance training of Chancery maintenance staff; contractor will provide all manuals and operating instructions for the new units with the training.
- 7) Installation of all devices and accessories shall be performed in accordance with the installation manual of the units' manufacturers.
- 8) Removal and disposal of all rubble, waste and residual materials and handover of a written confirmation of their disposal under the law.

Offer shall include:

- Offer budget
- List of materials and devices
- Technical specification of used materials and devices
- Work schedule
- Other information listed below

Handover documentation shall include:

- Actual performance documentation incl. appropriate drawing and Technical report
- Operational and maintenance manuals
- Data sheets of the used materials
- Declarations of conformity
- Operating test protocol
- Safety data sheets
- Electrical Inspection Record
- Handover protocol

Handover of the completed work incl. documentation of real implementation will be made incl. handover protocol with the signatures of the parties and the record in site diary on completion of the work.

Other mandatory requirements:

- 1) Contractor shall review and get familiar with this SOW including attachments that are integral parts of the SOW.
- 2) Contractor shall perform a site survey to verify in the field all existing conditions that will be affected by the new installation work including measuring of distances and spaces.
- 3) Contractor shall use the opportunity of the site survey to develop a Bill of Materials (BOM) for all necessary material required for the complete and functional installation and related work.
- 4) Duration as well as execution of the installation and construction must not conflict or impact operation of the building.
- 5) Contractor shall coordinate, with US Embassy, Contractor's construction personnel respective access to the site, as well as procurement and storage of all construction and installation material.
- 6) Contractor shall observe conditions of work safety in accordance with all Safety Codes that are compulsory in the Czech Republic and assumes all responsibilities in case of their violation
- 7) Contractor shall, in coordination with US Embassy, determine construction area limit, including the lay-down site for the construction material as well as container for demolition material.
- 8) The offer shall include list of all operating units and materials that will be used including manufactures and warranty period.

- 9) All materials and devices used on the installation must be new and in accordance with recommendation of producer. The materials must have all needed clearances and certificates including warranty from manufacturer.
- 10) Before start of work contractor shall develop and submit for approval detailed work and technological procedures including time schedule of work with a special attention to the steel welding and metal cutting..
- 11) Contractor shall provide technical and safety data sheets of materials for inspection and approval prior to the commencement of the work.
- 12) Upon approval of the above requirements and issue of Notice to Proceed Contractor shall proceed with the execution of the construction in accordance with the approved project schedule and approved material.
- 13) Contractor shall assign a Project Supervisor that will permanently be present on site during performance of work. It is recommended the project supervisor to be able to communicate in English.
- 14) Contractor shall provide service no later than 24 hours after a day of reporting of a failure.
- 15) Warranty period is minimum 5 years.

1.3. Schedule

Contractor shall develop an installation schedule and phasing plan for US Embassy review and approval.

Start of Work: Work shall commence according to an agreed upon date that is decided between the contractor and the COR, but in no case shall work start later than 30 days after the issue date of the contract.

Duration of Work: The duration of work shall be no longer than 20 working days.

Duration as well as an execution of the installation and constructions must not conflict or must not affect an activity or living in the house.

1.4. Required Qualification for Potential Contractors

Contractor shall have technical capabilities to perform this contract which includes but is not limited to delivery and installation of these types of devices, mechanical work, electrical work, construction work. Subcontractors may be used for the construction portion of the work as long any subcontractors meet the qualifications required in this solicitation and with the approval of those subcontractors prior to the start of the work.

Contractors shall have extensive experience (minimum 5 years) in installation and maintenance of these devices and a minimum of five years' experience for all related construction works that will be performed within this project.

Offerors shall provide no less than five (5) references that they have already performed similar projects with the same or similar types of material, technology and systems.

The references must include:

- number and type of installed M&C systems
- name of client and address of installation
- contact to the client's representative who can provide information related to installation and operation of the installed systems

Contractor shall issue/provide all manuals, Technical Report and required drawings in both English and Czech language.