

# STATEMENT OF WORK

HVAC MODIFICATIONS IN CONNECTION WITH

OFFICE SPACE REMODELING

AT CHANCERY LL

US EMBASSY SOFIA

May 2024

1. SITE ADDRESS:  
U.S. Embassy  
16 Kozyak Street  
Sofia 1408, Bulgaria

## 2. BACKGROUND

The subject of this Scope of Work is HVAC modification of the office space in connection with relocation and resizing of offices.

## 3. SCOPE OF WORK

This document is being issued by the US Department of State with the purpose to enter into a contract the following works:

- 3.1. Move diffusers to new location and tune the air flow - offices (0470) and (0471) at IRM area and offices (0112) and (0114) at FAC office space.
- 3.2. Provide return air opening above suspended ceiling where partition walls are type <15>, up to the BOS. size: 350x350 mm.
- 3.3. Extend the ductwork at new conference room at FAC area (0108), provide and install new diffuser and make tuning of the diffusers air flow.
- 3.4. Installation of a new VAVs <w1> with heating/cooling coils for the new offices (111), (112), (113) and (114), provided by the Embassy, air flow capacity range UP TO 47 l/s. Include modification on the ductwork heating pipes and provision and installation of 2 new diffusers as per building standards. Refer drawing sheet M1.02. The heating / cooling coil shall be connected to water supply and return pipes as shown on the drawing M3.01
- 3.5. Installation of a new VAV <w1> with heating/cooling coils for the new offices (0471) at IRM. Include modification on the ductwork heating pipes. Ref. M1.01 and M3.01
- 3.6. Provide and install air return grills 300x1200 mm at FAC office space as per the full reflected plan OBC M5.02.
- 3.7. Pull wires and install thermostats for the new VAVs and for the ones that are moved to another location – total 15 thermostats. The junction boxes and conduits to the corresponding VAV shall be subject to another contract.

## 4. GENERAL CONDITIONS – Materials, Tool, & Codes

- 4.1 All materials to be used shall be indicated in the quote and approved by the COR.
- 4.2 All work must be executed strictly in accordance with the current Codes of Practice.
- 4.3 All works to be completed in accordance with the relevant and current Bulgarian Standards.
- 4.4 The contractor is responsible for all the contractor-owned tools and equipment at all times and shall provide a lockable tool and material box for their operatives if required.

## 5. PARTICULAR CONDITIONS

### 5.1. Function of works and cleaning requirements.

The Contractor is required to keep the work site neat and in presentable condition at all times and, at his own cost.

The Contractor will visit the site personally, and prepare technical specifications and drawings for all works that are included in the project.

The Contractor shall verify all measurements, surface areas, and material specifications prior to providing a proposed work schedule and time line to the Embassy for approval.

The Contractor shall be responsible for removal and disposal of all construction debris by providing adequate number and size of waste receptacles and other cleaning supplies.

The Contractor will be responsible for site restoration and damages due to work.

The Contract personnel will only use restrooms and break areas identified and assigned to them by embassy personnel.

A full time technical supervisor will be assigned, who will be available on project site during the working hours. The technical supervisor will have working knowledge of written and spoken English and will be capable of interpreting drawings and specifications.

Work hours will be from 08:30 to 17:00 including weekends. Requests to do work outside of these hours must be approved in advance by the Embassy, and shall be detailed in the Contractor's proposal.

All off-hour work not identified in proposal must be scheduled in advance and require embassy approval.

The Embassy reserves the right to stop contractor work due to Embassy business and special events. All effort will be made to provide advance warning and minimize contractor losses.

The project shall be completed within 10 working days of the scheduled start date.

The start date will be determined by the Embassy and communicated to the Contractor a minimum of 10 working days before work is scheduled to begin.

## 5.2. Safety

Contractor shall comply with safety standards found in the Army Corps of Engineers publication EM3851-1 which can be found at <http://www.usace.army.mil/Safety-and-Occupational-Health/Safety-and-Health-Requirements-Manual/>

The COR will ensure that all equipment used during the project is in safe operating condition.

All personnel on the job site shall have the appropriate job safety equipment and Personal Protective Equipment (PPE).

COR reserves the right to stop the work if any unsafe contractor conditions are observed or encountered.

All equipment must be free from any defects.

### 5.3. Warranty of Construction

The warranty of contractor work shall continue for a period of five years from the date of customer final acceptance of the work.

Contractor shall be responsible to correct any and all faults or defects which may occur within 5 years from the date of final acceptance of the work.

Contractor shall repair or replace low quality work that does not meet industry standards.

The contractor shall bear all the cost to fix the repairing work during the warranty period.