SCOPE OF WORK

FOR RENOVATION CONTRACT AT CAC 4

AT US CONSULATE GENERAL FRANKFURT, GERMANY

FACILITY MANAGEMENT

2025

I. GENERAL INFORMATION:

The United States Consulate in Frankfurt requires professional services and contractor cost proposals for renovation work of CAC 4 at the Consulate General.

The Contractor must ensure a German speaking site supervisor is on site anytime work is being performed. The supervisor must have appropriate skills and qualifications to oversee the work being performed. The supervisor must be specified by name in writing.

Only materials which have been officially approved may be used.

Varying work schedule may be required by the US Government. To observe the defined time schedule, the Contractor must also calculate for multi-shift operation and possible waiting periods; in addition to waiting time when entering and leaving the premises of the American Consulate General.

All staff of the Contractor employed on the premises of the American Consulate General must be checked by Consulate Security staff. Each employee must fill in and sign an authorization form concerning disclosure of information and a questionnaire concerning personal information.

All forms of tobacco including cigarettes, cigars, pipes, e-cigarettes, bidis, hookahs, or other similar smoking media; and smokeless tobacco, such as snuff or chewing tobacco, are prohibited in all Department of State occupied space whether owned, rented, or leased, specifically including the following areas:

Interior space including but not limited to offices, corridors, restrooms, cafeterias, stairways, elevators, and other public space on floors. Courtyards and patio areas. Within 50 feet of openings to buildings including, but not limited to doorways, waiting areas, open windows, and air intake ducts. Canopies leading to entrances and exits. Garages including garage entrance and exit areas. Vehicles whether Department owned or leased. Bus shelters and surrounding areas if located on Department property. Rooftops. At and within 50 feet of children's playgrounds. At and within 50 feet of children's facilities. At and within 50 feet of outdoor recreation facilities operated by the Department, including swimming pools, soccer and baseball fields, tennis courts, etc.

II. PROJECT REQUIREMENTS:

DESCRIPTION OF LINE ITEMS: All the line items described below shall comply with the US and/or European Standards. The more stringent of the two shall be followed.

III. GENERAL REQUIREMENTS:

The Contractor under this Statement of Work is responsible for all work at the Consulate compound as described in this SOW.

The contractor is responsible to hand over the area in its original condition.

Site visit is mandatory for a contractor to bid on this work.

IV. SCOPE OF WORK:

Work at the Consulate Frankfurt/Main.

Contractor shall provide labor, material, tools, and equipment to perform all work required as described in this Scope of Work (SOW). All personnel working in the vicinity shall wear and /or use safety protection while all work is performed. Any questions or injuries **shall** be brought to the attention of the Post Safety Team and Health Officer (POSHO).

If any discrepancies are found in the existing space that are **NOT** enclosed under this scope of work, then the contractor must provide the following:

1. Detailed report noting the discrepancy found.
2. Bill of Materials (BOM) to include component name, quantity, part #, and price for any repair material required and material lead time.
3. Price quote for repair or replacement labor.

SPECIFIC REQUIREMENTS:

A) At a minimum, the following work must be completed for this renovation project: (All tasks are to be performed unless otherwise agreed upon writing)

Requested renovation at the Consulate General in Frankfurt.

COR of this project must contact Cultural heritage office to identify materials you are proposing versus the existing materials and paints used previously as well as needs to understand conditions requiring repair and the suitable paints and repair materials for the given material.

In addition, it is requested,

- to move furniture,
- to remove all non-permanent items on the walls/ceiling/floors and reinstall them after the work is complete (for example: pictures, white boards, TV's, rugs, etc.)
- to cover surfaces, fire alarm, electrical and IT components,
- to plaster and paint interior walls,
- to plaster and paint façades,
- to paint concrete exterior floors,
- to varnish doors, door frames, and radiators,
- to plaster and paint ceilings,
- to disassembly and reassembly ceiling grid type ceilings,
- to remove vinyl/PVC floors, level, and fill floor surface, lay new vinyl/PVC floor, welding of seams, and installation of thresholds,
- to remove and install baseboards,

- to install wall protection boards,
- to replace ceramic tiles,
- to laying of lawn grid stones,
- to dispose cover material and debris,
- to leave a clean workplace.

Standards:

US Army Corps of Engineers Safety and Health Requirements Manual EM385-1.

According to the current valid standards and laws.

Security background check:

The contractor shall submit all documents, as required by the State Department, for the background security check of the employees.

Back-Up:

The contractor shall ensure that back-up personnel are always available to prevent possible downtime.

Prices:

The Contractor shall complete all work, including furnishing all labor, material, equipment, and services required under this purchase order for the following firm fixed price and within the time specified. This price shall include all labor, materials, all insurances, overhead and profit.

VALUE ADDED TAX (VAT). The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item on the quote.

<u>Work to be executed:</u>

There is a requirement to renovate CAC 4.

In addition, lawn grid stones, and slip resistance applications is required at the vehicle control area.

All work to be performed must be planned and scheduled at least two weeks in advance. The requested work must be coordinated and scheduled with all involved contractors as well as in-house technicians.

After the end of the day, all materials, tools, and equipment must be moved to the designated storage areas. Debris shall be disposed of, and area must be vacuumed.

Signs with "wet paint" are to be posted and removed after the drying phase.

Schedule:

- the contractor must give two weeks’ notice of the planned work in the respective areas.

Material:

- all required material must be delivered in time by the contractor.

  cover material:
  no customer specification

  plaster:
  no customer specification

  floor leveling material:
  no customer specification

  fire protection sealant:
  no customer specification

  mounting material:
  no customer specification, according to manufacturer's specifications

  Paint/varnish:
  CAC's: Caparol Seidenlatex Weiss
  Door's, windows, and Frames: Capacryl Haftprimer; Capacryl PU-Satin RAL 8017; Capacryl Reinweiß (Glanz) RAL 9010
  Vehicle control area: PCI APOTEN PU 2K RAL 7030 Steingrau, Slip resistance classification R11
  Façade and wooden roof overhang: Caparol Muresko Cognac 18
  Façade Baseboard: Caparol Muresko Marone 12
  Façade Impregnation: DisboXAN 450
  Façade barrier against rising moisture: no customer specification
  Floor: Disbon 404 Acryl Bodensiegel RAL 7032 Kieselgrau
  Ceiling: Caparol Seidenlatex Weiss

  Ceramic tiles:
  Villeroy&Boch Bernina 2394 RT7M 297x597mm
  Villeroy&Boch Bernina 2392 RT2M 297x597mm

  Ceiling grid:
  OWA System S 3
  Ceiling tiles:
  OWAcoustic premium Sternbild/Constellation 625x625x15mm

  Vinyl:
  Gerflor Virtuo 55 Latina dark 610x610x2,5mm and baseboards

  Wall protection:
  Webamed Wandschutzplatte Decochoc 2mm Mist/Brume/0101

  Recycled plastic grass pavers for drive-on lawns:
  no customer specification

Requested tasks:

- **Interior wall, floor, and ceiling painting**

  Overhaul coating of wall, floor and ceiling surfaces with minor damage as described below:
  Small plaster damage with suitable filler fill, sand and prime for subsequent painting. If necessary, plastering work, after modifications of the electrical infrastructure.
  Subsequent coat of paint.

  Following material must be supplied by the contractor:
  Caparol Seidenlatex Weiss
  Acryl Bodensiegel RAL 7032 Kieselgrau

  Dimensions, exact sqm must be determined on site:
  Ceiling: 16sqm
  Wall: 166sqm
  Floor: 16sqm

- **Grid type ceiling replacement**

  Dismantle existing ceiling grid system and install new ceiling grid system (625x625x15mm).
  Mounting material according to manufacturer's specifications

  Following material must be supplied by the contractor:
  OWA System S 3
  OWAcoustic premium Sternbild/Constellation 625x625x15mm

  Dimensions, exact sqm must be determined on site:
  Ceiling: 77sqm

- **PVC floor replacement**

  Remove old floor covering and baseboards, sanding, vacuum cleaning, priming, filling, lay new floor covering and install baseboards.
  Mounting material according to manufacturer's specifications

  Following material must be supplied by the contractor:
  Gerflor Virtuo 55 Latina dark 610x610x2,5mm and baseboards
  Mounting material according to manufacturer's specifications

  Dimensions, exact sqm must be determined on site:
  Floor: 63sqm
  Baseboard: 10 running meter

- **Ceramic tile replacement**

Carefully remove old ceramic tiles, leveling, and prepare for new adhesive.
Apply a suitable adhesive to the substrate and the backs of the tiles. Lay the tiles accurately, ensuring proper alignment and even spacing. Apply grout to the joints between the tiles, filling them completely and ensuring a professional finish. Seal the grout and tile surface to protect against moisture and staining.

Following material must be supplied by the contractor:
Villeroy&Boch Bernina 2394 RT7M 297x597mm
Villeroy&Boch Bernina 2392 RT2M 297x597mm
Mounting material according to manufacturer's specifications

Dimensions, exact sqm must be determined on site:
Wall: 12sqm
Floor: 5sqm

- **Wall protection boards installation**

Install one meter heigh wall protection boards with associated angles and end profile.
Mounting material according to manufacturer's specifications

Following material must be supplied by the contractor:
Webamed Wandschutzplatte Decochoc 2mm Mist/Brume/0101 and associated corner brackets, and end rails
Mounting material according to manufacturer's specifications

Dimensions, exact sqm must be determined on site:
31 running meters

- **Metal doors and windows painting**

Siliconize door frames.

Overhaul coating of 8 metal doors and 14 metal windows and frames with minor damage as described below:
Small damage with suitable filler fill, sand and prime (using a galvanized or “rust-prevent” paint, make sure that any Manufacturer Data Plates/Tags/Stickers are all protected and not covered in paint. The same goes for all the components, i.e. Hinges, Force Entry Locks, Exit-Devices (Crash-bars), Mortise Locks and handles, etc.) for subsequent painting. Subsequent coat of paint.

Following material must be supplied by the contractor:
Capacryl Haftprimer; Capacryl PU-Satin RAL 8017

Dimensions, exact sqm must be determined on site:
22ea

- **Wood door painting**

  Siliconize door frames.

  Overhaul coating of 1 wooden door and frame with minor damage as described below:
  Small damage with suitable filler fill, sand and prime (make sure that any Manufacturer Data Plates/Tags/Stickers are all protected and not covered in paint. The same goes for all the components, i.e. Hinges, Force Entry Locks, Exit-Devices (Crash-bars), Mortise Locks and handles, etc.) for subsequent painting. Subsequent coat of paint.

  Following material must be supplied by the contractor:
  Capacryl Haftprimer; Capacryl PU-Satin RAL 8017

  Dimensions, exact sqm must be determined on site:
  1ea

- **Slip resistance application in vehicle control area**

  Necessary repair work of surface, fill 4 ea holes, from unused floor light fixtures, with gravel, and concrete. Ensure sealant of joints and stability for vehicle/truck traffic. Application of slip resistance coating in accordance with current and valid standards and laws for public exterior locations. Min. R11 slip resistance classification.
  Cable routes, LED stripes, and safety elements must be treated separately so that they can be replaced, if necessary, without damaging the top layer.

  Following material must be supplied by the contractor:
  PCI APOTEN PU 2K RAL 7030 Steingrau, Slip resistance classification R11
  Gravel, concrete and necessary materials.

  Dimensions, exact sqm must be determined on site:
  Floor: 66sqm

- **Façade painting**

  Removal of the metal baseboards and replacement of all damaged plaster corner rails.
  Overhaul coating of façade and wooden roof overhang surfaces with minor damage as described below:
  Small plaster damage with suitable filler fill, sand and prime for subsequent painting.
  Subsequent coat of paint.

  A moisture barrier must be created.
  Installing the chosen moisture barrier correctly, adhering to the manufacturer's instructions and ensuring proper overlaps and sealing. Sealing joints, penetrations, and interfaces to create a continuous, watertight seal.

A façade protection impregnation must be applied.
Removing dirt, debris, algae, and other contaminants from the façade surface using high-pressure cleaners or specialized cleaning agent.
Applying impregnation agent to the façade due to manufacturers instructions. After dry time, ensure the impregnation agent has been absorbed evenly and effectively.

Following material must be supplied by the contractor:
Plaster corner rails
Façade and wooden roof overhang: Caparol Muresko Cognac 18
Façade Baseboard: Caparol Muresko Marone 12
Façade Impregnation: DisboXAN 450
Façade horizontal barrier against rising moisture: no customer specification
Mounting material according to manufacturer's specifications

Dimensions, exact sqm must be determined on site:
Façade and roof overhang: 177sqm

- **Lawn grass pavers**

Clear area of grass, weeds, and debris. Remove topsoil to the appropriate depth, typically below the finished grade of the pavers.
Lay a layer of gravel or crushed rock base for drainage and support. Compact the base layer to ensure a stable and level foundation.
Install the grass pavers, ensuring proper spacing and alignment. Use edge restraints to prevent paver movement and maintain a defined border. Fill the paver cells with soil or seed.
Apply a topsoil layer if needed.
Plant grass seed.
Ensure proper drainage and compaction.

1. Area: left side of customer window (complete lawn area) approximately 29 sqm
2. Area: right side of customer window (complete lawn area) approximately 39 sqm
3. Area: passage to exterior air conditioning unit (1 mtr. Wide) approximately 3 sqm
4. Area: in the vehicle control area (along the gate travel area 1.5 mtr. wide) approximately 9 sqm

Following material must be supplied by the contractor:
Recycled plastic grass pavers for drive-on lawns and related materials

Dimensions, exact sqm must be determined on site:
Area: 80sqm

- **Bollards**

Removal of 6 bollards and associated paving repair work.

Following material must be supplied by the contractor:

Same as installed paving stones

- **Procurement and setup of janitorial cabinet in the bathroom**

  Procurement of a white cabinet, on stands, to fit janitorial supplies and vacuum cleaner.
  Height 1800-2000 mm
  Width 1000-1200 mm
  Depth 500-600 mm

  Following material must be supplied by the contractor:
  Cabinet

- **Procurement and installation of a glass canopy**

  Procurement and installation of a glass canopy
  Width 6000 mm
  Depth 1600-1800 mm

  Following material must be supplied by the contractor:
  Glass canopy (matching existing ones at CAC 3)

Items attached to the wall:

- objects attached to the wall, such as pictures, white boards, clocks, etc., must be hung up and after the work is done, everything must be returned to its original location, in the same condition as before.

Cover:

- all surfaces, objects, and items must be properly covered to prevent damages.

Debris:

- all debris, such as covering material, paint, etc., must be disposed of separately in the containers for this purpose.

Clean workspace:

- after the work is done, all waste must be disposed of, all contamination must be removed, and the floor must be vacuumed, everything must be to the same or better condition as before.

V. CONDITIONS

The contractor is advised that–

- Normal US Consulate working hours are 08:00-16:30hrs Monday – Friday.
- The Principal Contractor who is awarded the project/contract shall be named within this document as the contractor. The contractor shall familiarize him/herself fully with this specification document and include for all materials, labor, and equipment costs to complete the tasks and actions that are specified within this document.
- The Consulate operates strict security procedures for entry into the building, all tradesmen's/women's details shall be provided to the Contracting Officers Representative (COR) a minimum 48 hours before visiting building.
- All his/her employees shall require security clearance before being allowed to work at the Consulate or Government owned/long term leased properties; to obtain clearance each employee shall complete all required security clearance forms.
- When working within residential buildings the contractor shall ensure that all doors remain always closed/locked and ensure the properties are left secure at the end of each working day.
- Security at the residential properties shall be the contractor's responsibility throughout the duration of the project.
- Access to the property is limited and only with agreement by either the occupant or the COR.
- No work shall be started, or materials ordered until the contractor has received a purchase order for the works or has been given notice by the Contracting Officer.
- The costs of additional work performed by the contractor not described in this specification and not approved in writing by the U.S. Government shall be borne by the contractor.
- No work shall be completed on American/German holidays unless by prior arrange/agreement and at no addition costs to the US Government.
- The contractor is responsible for all site management including all Health & Safety, welfare & first aid facilities, employment/managing/programming of sub-contractors and site security.
- The contractor shall provide the Contracting Officers Representative (COR) with all risk assessments and method statements prior to starting on site.
- The contractor shall provide the COR a detailed program of works mapping each major task, from project start to completion finish.
- It's the contractor's responsibility to ensure that all project tasks specified within the specification/drawings adhere to all HSE guidelines.
- Visually display, all health and safety documents and copy of public liability insurance and project specification/drawings.
- Where the Contractor considers that the execution of any Order for work will, or is likely to, involve any interference with asbestos-based materials, lead, gas piping or storage containers, pipes conveying steam and any other hazardous substances or installations, he shall immediately stop work and forthwith notify the COR who will give the Contractor further instructions.
- The contractor shall request a hot works permit prior to starting any soldering/welding work.
- The contractor shall provide competent a foreman or leading hand on site whilst the project is in progress and he/she shall keep a copy of the specification, visitor log, and necessary Health & Safety logs daily updated, ready for inspection at any time by the "Contracting Officers Representative".
- Only competent skilled tradesmen shall be employed to execute all aspects of the works.
- All work must be executed strictly in accordance with the current Codes of Practice.
- The contractor shall provide a complete Health & Safety/Operations file for completed works, including all operating instructions and service manuals for all appliances, equipment and

materials installed, with details of all guarantees. Include all project COSH data sheets for materials within this document.

- Complete recycle programs for all materials that are to be karted away.
- All works to be completed in accordance with relevant German/American Standards.
- The contractor is responsible for their own tools at all times and shall provide a lockable tool/material box for their operative's tools and materials if/when required.
- Portables radios or other portable music devices are only allowed at residential buildings if the volume is low and shall not cause any nuisance to neighboring occupants and residents.
- The contractor shall ensure that they familiarize themselves with the technical specification prior to the arranged site visit.
- From notice to proceed the contractor has **12 calendar weeks** to measure, manufacture, install and complete the project.
- The contractor shall keep a clean site and ensure tools & materials stowed in a safe manner.
- No Smoking on premises.

VI. SAFETY

- General: The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and control costs in the performance of this contract.
- All work must be carried out by German local, state, and federal safety standards, and to the US Army Corps of Engineer Safety and Health Requirements Manual (EM 385-1-1), which ever standard is strictest.
- Contractor must comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues.
- Contractor must ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.
- Contractor must provide a point of contact that is responsible for all safety matters on the site. This person must be readily available, either by phone or in person at any time the project is in progress. The designated safety contact must visit and inspect the site. While the point of contact is off site, there shall be one designated foreman or superintendent in charge of safety issues for both the general contractor and any subcontractors that they employ.
- The name of the company, safety contact, and USG consulate contact, including all telephone numbers must be listed as a notice. (Plastic laminate or similar) and hung at each entrance to the building during the work.
- Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI.
- Hazardous materials material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive, or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc. Use of hazardous materials or work that results in hazardous conditions being present must have a control plan submitted to & approved by the COR.
- Hazardous noise levels: worksite is in an office building. The prime contractor will take all care to reduce noise levels from normal work. Any exceptionally loud activities must be coordinated in

advance with the COR and may require phasing or alternating durations. Proper ear protection must be always used given the task.

- The prime contractor is responsible for providing an on-site first aid kit.
- Proper personal protective equipment (PPE) must be always used. This includes proper footwear, clothing, eye protection, gloves, etc. While overhead work is occurring, hard hats must be used.
- All applicable safety signs, barricades, signal lights, etc. must be installed by this contractor.
- The contractor is required to enforce these requirements with their suppliers and sub-contractors.
- No work on energized electrical circuits can occur at any time. All work on electrical circuits must be performed in accordance with EM 385-1-1 and lock-out/tag-out (LOTO) procedures must be followed.
- Any hot work (welding, torch work, plasma cutting) must be reviewed with and approved by the USG in advance. Proper safety precautions (fire extinguisher, fire watch) are the responsibility of this contractor. A hot work permit must be issued by POSHO or APOSHO in advance.
- Records. The contractor must maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.
- Written program. If requested by the COR, before commencing work, the contractor must:
    - (1) Submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,
    - (2) Meet with the contracting officer to discuss and develop a mutual understanding relative to administration of the overall safety program.
- Notification. The contracting officer must notify the contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the contractor or the contractor's representative on site, must be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the contractor must immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the contracting officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The contractor can't be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.

VII. QUALITY

Once installed, all products shall be checked if fully operational. An approved quality checklist shall be given to the COR after installation. The Government will not be liable for any breakages or damages to materials whilst they are on site and will only accept products once project is completed and snagging completed.

VIII. COMPLETION

The contractor shall conduct on site quality checks prior to project completion/acceptance and advise Facility Management Office when product is ready for snagging.

Remove all unused materials and equipment from site.