STATEMENT OF WORK

CARPET REPLACEMENT

For the

Chancery Corridors

U.S. EMBASSY

BRASILIA, BRAZIL

JUL 16, 2026

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1.0 PROJECT DESCRIPTION

- **PROJECT SYNOPSIS**

The purpose of this Statement of Work (SOW) is to provide all labor, materials, tools, supervision, and equipment necessary to remove and replace the existing carpet flooring in the Chancery corridors at the U.S. Embassy Brasília.

The work includes removal of existing carpet, surface preparation, installation of new carpet tiles, and all associated finishing and cleaning services.

- **BACKGROUND**

The existing carpet installed in the Chancery corridors has reached the end of its service life and is currently in a deteriorated condition. Visible wear patterns, loss of fibers, staining, and localized damage have compromised both the appearance and performance of the flooring system.

Due to its age and continuous high-traffic use, the carpet no longer provides adequate durability, hygiene, or safety standards expected for an occupied office environment. Maintenance efforts are no longer sufficient to restore its original condition, and continued use may lead to further degradation of the substrate and surrounding finishes.

For these reasons, full replacement of the existing carpet is required to ensure a safe, functional, and aesthetically acceptable environment, in accordance with Embassy standards.

- **PROJECT BRIEF**

This project consists of:

- Removal and disposal of existing carpet flooring
- Subfloor inspection and repair as needed
- Floor leveling where required
- Protection of adjacent finishes
- Installation of new carpet tiles
- Final cleaning and delivery of a fully operational corridor space

2.0 GENERAL CONDITIONS

1. **Fixed-Price Proposal.** The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work.
2. **Specifications.** The Work shall be governed by the applicable OBO Codes and Standards, attached drawings, and this Statement of Work (SOW).

   The Contractor shall comply with the International Building Code (IBC), as amended by the OBO International Building Code Supplements (OBO-ICS IBC), and all applicable Brazilian building codes and regulations.

   All materials shall comply with manufacturer specifications and industry standards. Any work not in compliance with the applicable codes and standards shall be deemed unacceptable.
3. **Execution.** The Work shall be executed in a diligent and workmanlike manner in accordance with the negotiated fixed-price, this Scope of Work, the Project Schedule, International Building Codes, and the laws of the City of Brasilia, where applicable.

4. **Work Hours.** All work shall be performed after Embassy business hours and on Saturdays.

5. **Safety.** The Contractor shall be responsible for conducting the work in a manner that ensures the safety of employees and visitors to the Embassy, and the Contractor's employees. A Safety Management Plan shall be submitted. Contractor shall comply with the latest OBO Design Standards and USAGE EM385-1-1. Prior the work, Contractor shall develop a dust control abatement plan.

6. **Workforce.** The contractor shall provide all supervision, skilled and unskilled labor needed to perform the work.

7. **Subcontractors**. Contractor shall be responsible for the conduct and workmanship of Subcontractors engaged in the Project, and for Subcontractors compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors. All subcontractors must be listed in advance and approved by the Embassy.

8. **Modification to Contract**. The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise in writing by the Contracting Officer, prior to commencement of work. Any work performed by the Contractor beyond this SOW without prior written direction from the Contracting Officer will be at the Contractor's own risk and at no cost to the Embassy.

9. **Stop Work**. At any time during the Project, the Contracting Officer reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion.

10. **Construction Cost Breakdown**. The Government provided "Construction Cost Breakdown" is for bid comparison only, and the contractor is responsible to field measure and quantify the required materials and tasks as to complete the job.

11. **Submittals.** The contractor is responsible to submit shop drawings prior to fabrication and release of any materials for the FAC Engineer's and architect review and approval. The Engineer's and architect review, however, does not relieve contractor responsibility for the engineering work necessary to complete a working system.

12. **Housekeeping.** The contractor is responsible to clean up daily after working hours. The path and process of delivery of building materials in and waste out of the occupied shall be determined by the COR prior to the start of work.

3.0 BID FORM

Construction Cost Breakdown

No	Descriptions	Unit	Qty	Unit Price R$	Total Price R$
1	**Pre construction work**				
A	Mobilization	LS	1		
B	Submittals – Project Schedule, Safety Plan & shop drawings	LS	1		
	Administration			**Sub-Total**	
2	**Construction Work**				
A	Total cost for item 5.1.3	LS	1		
B	Total cost for item 5.3.1	LS	1		
C	Total cost for item 5.3.2	LS	1		
D	Total cost for item 5.3.3	LS	1		
E	Total cost for item 5.3.4	LS	1		
F	Total cost for item 5.3.5	LS	1		
G	Total cost for item 5.3.6	LS	1		
I	Close-out / Demobilization/Asbuilts	LS	1		
	Construction			**Sub-Total**	
	Items 1&2			**Sub-Total**	
				G & A	
				Sub-Total	
				Profit	
	Basic Bid -			**Contract Cost**	

4.0 ASSUMPTIONS AND CRITERIA

1. The contractor is responsible to field measure and to quantify the required materials to complete the job.
2. The contractor is responsible for repairing all damages caused by the construction, to include but not limited to interior partition, floor or ceiling, concrete pavement, curbs, gutters, sidewalks, etc.
3. The contractor is responsible for all material, tools and equipment necessary to complete the work described on the Statement of Work (SOW).

THE CONTRACTOR IS RESPONSIBLE TO CLEAN UP DAILY AFTER WORKING HOURS

5.0 STATEMENT OF WORK:

CARPET REPLACEMENT – CHANCERY CORRIDORS

The project consists of the basic bid as described below:

5.1 PRIOR TO CONSTRUCTION

The Contractor shall produce the following deliverables after contract award and prior to construction:

5.1.1 – Project Schedule

The Contractor shall submit a detailed project schedule indicating all phases of the work, including removal, subfloor preparation, installation, and final cleaning, for COR approval.

5.1.2 – Initial Project Personnel list

Contractor shall provide a list of all personnel that will participate in the construction. The list shall contain full name, date of birth, ID number and CPF number.

All sub-contractors that will be used during the project shall be approved by the Contracting Officer Representative. The sub-contractors shall be also registered with CREA and have proven experience with similar activities. All their personnel should be listed the same way as stated in the paragraph above.

5.1.3 - Work

Prior to the issuance of the Notice to Proceed (NTP), the Contractor shall submit:

- Product data sheets for carpet tiles and adhesives
- Installation method statement
- Manufacturer's specifications
- Safety Management Plan

5.2 SITE VISIT REQUIREMENT

A mandatory site visit shall be conducted prior to proposal submission.
The Contractor is responsible for verifying all existing site conditions, including:

- Total carpet area
- Subfloor condition
- Access limitations
- Phasing constraints

No additional compensation will be granted due to failure to verify site conditions.

5.3 THE BUILDING ELEMENTS TO BE CONSTRUCTED/PROVIDED/ INSTALLED

5.3..1 REMOVAL OF EXISTING CARPET

The Contractor shall:

- Remove and dispose of all existing carpet and adhesive residues
- Carefully execute removal to avoid damage to the subfloor and adjacent finishes
- Transport and dispose of all debris in accordance with local regulations

5.3..2 SUBFLOOR PREPARATION AND REPAIR

The Contractor shall:

- Inspect the entire subfloor after carpet removal
- Repair all damages, including cracks, holes, and uneven surfaces
- Perform full surface preparation, including grinding and leveling where required
- Apply self-leveling compound as necessary to ensure a smooth and uniform surface

Subfloor preparation and leveling **ARE INCLUDED in the scope**, regardless of condition.

5.3..3 SUPPLY AND INSTALLATION OF NEW CARPET

- The Contractor shall provide and install new carpet tiles with the following specifications:
- **Type:** Carpet tile – commercial type
- **Specification:** Linha Astral MB
- **Dimensions:** Modular tiles (minimum 50 cm x 50 cm or approved equivalent)
- **Approved Manufacturer:** Belgotex
- **Color/Pattern:** Color 410 - Vega
- Installation requirements:
- Installation shall follow manufacturer recommendations
- Carpet shall be installed using approved adhesive system (tape)
- All tiles shall be properly aligned with consistent pattern direction
- No visible gaps, lifting edges, or irregular joints will be accepted

5.3..4 TRANSITIONS AND FINISHING

The Contractor shall:

- Provide and install all necessary transition profiles between different floor finishes
- Ensure proper finishing at door thresholds and edges
- Deliver clean and professional transitions throughout the corridors

5.3..5 WORK SCHEDULING AND PROTECTION

The Contractor shall:

- Execute the work in phases to be determined by the COR to maintain safe circulation within the Chancery
- Be prepared to perform the work during weekends, if required. Weekend work, if authorized, will be discussed and coordinated with the COR during site visits/ bidding process.
- Protect walls, doors, frames, baseboards, and other nearby finishes from damage during all activities
- Coordinate all activities with the COR to minimize disruption to Embassy operations

5.3..6 CLEANING AND WASTE DISPOSAL

The Contractor shall:

- Maintain daily cleaning of all work areas
- Remove all debris and waste materials from the site on a daily basis
- Provide containers for debris collection as necessary
- Perform final cleaning upon completion

5.4 – WARRANTY

The Contractor shall provide a minimum **one (1) year warranty** covering:

- Installation defects
- Adhesion failure
- Material defects (if supplied by the Contractor)

6.0 PROJECT SCHEDULE

- **Approximate dates of pre-award activities**

Pre-Bid Site Survey and Conference	o/a	TBD
Bids Due	o/a	TBD
Contract Award	o/a	TBD
Notice to Proceed (NTP)	o/a	TBD
Construction NTP	o/a	TBD

- **Project Milestones, from Notice to Proceed**

Notice to Proceed (NTP)	TBD
Project Schedule + Personnel list to COR	TBD
Project Safety Management plan	TBD
Construction NTP	TBD
Pre-construction meeting	TBD
Construction activities start on site	TBD
Construction completion	TBD
Construction Acceptance (punch list)	TBD
Project Final acceptance	TBD

7.0 DELIVERABLES

Project Schedule + Personnel list	5	Days from NTP
Safety Management Plan	5	
As-Builts, Warranties	60	

- **Commencement, Prosecution, and Completion of Work**

  The Contractor shall be required to (a) commence onsite construction work under this contract within three (20) working days after the date the Contractor receives the Notice to Proceed, (b) prosecute the work diligently, (c) Contractor shall have its own quality control system throughout the construction and (d) complete the entire work ready for use not later than a sixty (60) calendar days after the construction NTP. The time stated for completion shall include final cleanup of the premises.

8.0 RESPONSIBILITIES AND PROJECT MANAGEMENT

1. **COR.** A Contracting Officers Representative (COR) will be assigned to ensure quality assurance goals are met. The Contractor shall provide the COR access to the site at all times.

2. **Point of Contact.** The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to elevator or utility services; and all other important information pertaining to the Project

3. **English Speaking Representative**. The Contractor shall provide an English-speaking representative during all working hours with the authority to make all decisions on behalf of the Contractor and subcontractors.

4. **Management Personnel.** The Contractor shall staff the site, full-time, with a competent senior manager who shall perform project management and quality control. Remote project management is not an option. This individual shall keep a detailed photographic and written history of the project and shall update the Government weekly.

5. **Site Security.** The Contractor is responsible for on-site security as necessary to ensure no unauthorized access to their work sites. The Contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct.

6. **Contractor's Temporary Work Center.** The Contractor will be permitted to use a designated area within the contract limits for operation of his construction equipment and office if warranted. If directed by the Contracting Officer, the Contractor shall not receive additional compensation to relocate his operations. The Contractor is responsible for obtaining any required additional mobilization area above that designated. On completion of the contract, all facilities shall be removed from the mobilization area within 5 days of final acceptance by the Contractor and shall be disposed of in accordance with applicable host government laws and regulations. The site shall be cleared of construction debris and other materials and the area restored to its final grade. The Contractor is responsible for maintaining this area in a clear orderly manner.

7. **Health and Safety.** The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project.

The Contractor must provide cold water to all workers at the job sites. Based on hazard assessments, Contractors shall provide or afford each affected employee personal protective equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. If the workers arrive on-site with sandals or athletic shoes, the Contractor is expected to provide rubber boots to them or send them home. All construction workers and management personnel must wear hard hats at all times on the construction sites. Contractor provided rubber boots and rubber gloves shall be worn when working around concrete placement. Other PPE such as gloves, dust masks, air respirators (if needed) are also recommended. These items must be provided at the Contractor's expense. Workers may use discretion if they feel unsafe in using the equipment in a hostile environment. Any worker at an elevated location above 2 meters, with the exception of a portable ladder, must be provided and utilize a safety harness. The safety Management plan, signed by a safety engineer and registered at the local engineering council shall be observed at all times.

8. **Progress Payments.** The unique payment will be done by 30 days after conclusion and receive from the COR (Embassy).