



United States Department of State  
Washington, D.C. 20520-0611

U.S. Consulate Ciudad Juarez  
Facility Management Office (FAC)

The U.S. Consulate in Ciudad Juarez, Mexico, is requesting quotes for **2nd Floor Renovations** as per specifications below. There will be a site visit on September 20th at 2:00 pm , in order to have access to the building you must submit the following information to the email address listed below by September 19th 12:00pm to [MaciasG@state.gov](mailto:MaciasG@state.gov):

**Official picture ID, such as passport, IFE, driver's license.**

Please send your quote to [MaciasG@state.gov](mailto:MaciasG@state.gov) no later than September 25th, 2016 at 4:00 pm MT. Your quote must be sent in the Excel format attached on this solicitation. If it is not in the provided format your proposal will be rejected.

U.S. vendors must have an active DUNS number and SAM account. Mexican vendors quoting in U.S. Dollars must possess a U.S. Dollar account in Mexico. If you do not have such an account, your quote must be submitted in Mexican Pesos. Any questions regarding this RFQ can be directed to the email address quoted above.

FACILITY MANAGEMENT OFFICE

**STATEMENT OF WORK  
FOR  
CONTRACTOR SERVICES**



## 2nd Floor Renovations in the U.S. Consulate in Ciudad Juarez, Mexico

### **1. Introduction/Background**

The United States Government (U.S.G) requires a Contractor to build new working rooms in the 2<sup>nd</sup> floor open office space of the U.S. Consulate Ciudad Juarez.

### **2. Scope of Work**

2.1. Contractor shall accomplish the following as outlined in Attachment A and drawings to be provided during the site visit:

2.1.1: Demolition: Demolition should consist of removing carpet squares and ceiling tiles and grids only as necessary to install the walls and in such a way that the remaining carpet and ceiling grid is preserved.

2.1.2 Construction: Contractor shall measure the space to mark and define the areas to ensure that workstations, furniture and equipment fit. Labor, installation, construction, supply of material (per specifications in attachment A) to: build new walls with mineral fiber insulation, plaster, paint, install baseboard; install new clear glass windows around the office; new drop ceiling system (suspension and tiles) following US guidelines; make new electrical, voice and data installations for the new offices and for the relocated workstations; relocate light fixtures outside the area and install new light fixtures with light switches inside the new offices; install new door frames and doors; install new VAV single duct unit boxes with diffuser, control and return grille, the new VAV shall be sized based on the projected new room load calculations; relocate fire sprinklers, add new fire sprinklers; replace carpet tile; install custom cabinetry and tables per design criteria. Install sink and plumbing per specifications.

2.1.3 Relocation: Relocation of an existing teller window from the 3<sup>rd</sup> to the 2<sup>nd</sup> floor. The relocation and installation of a door and frame to the space vacated by the teller window and building a wall where that door was.

2.1.4 Project Closeout: Contractor shall reassemble existing modular workstations around the new offices as required in the project; connect



electrical, voice and data installation for the workstations. Clean the site during construction and perform a final clean up.

2.2. Contractor shall provide all labor, materials, hand tools, electrical tools, equipment, safety equipment, and personal protective equipment, to complete the maintenance and repair work and shall ensure that it has adequate resources to successfully manage and deliver this project on-time and within the quoted amount.

2.2.1. Contractor furnished materials shall include, but not limited to, any material needed to satisfactorily complete and deliver a high quality product, such as:

Containers, x-rated dry wall, studs, runners, mineral fiber, plaster, vinyl paint, water based enamel paint, vinyl baseboard, water based carpet tile adhesive; ceiling suspension system and tiles; electrical material as per example, junction boxes of different sizes, galvanized rigid conduit, electrical cable according to code, light switches, motion sensor detection light switches, light fixtures, LT plasticized flexible cable, curve connectors; voice and data cable (according to specification) junction boxes, jacks and plugs; aluminum/glass windows of different sizes; solid wooden doors and metal frames, VAV a/c equipment, etc.

2.2.2. U.S.G. furnished materials shall include:

2 solid core doors for the conference room, and the private office.

2.3. Contractor shall protect all building assets during construction and shall be held liable for damages as stated in the Contract.

### **3. Place of performance:**

Consulado General de Estados Unidos en Ciudad Juárez  
Paseo de la Victoria #3650  
Fracc. Partido Senecú  
Ciudad Juárez, Chihuahua, México C.P. 32543

### **4. Work Requirements**

4.1. Safety Requirements

4.1.1. Contractor shall meet, comply and follow all applicable Local Codes and U.S. OSHA Safety Standards for Construction.



OSHA Regulations are available on [www.osha.gov](http://www.osha.gov) or via this link:  
[http://www.osha.gov/pls/oshaweb/owasrch.search\\_form?p\\_doc\\_type=STANDARDS&p\\_toc\\_level=1&p\\_keyvalue=Construction](http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=Construction)

4.1.2. Contractor shall abide by the U.S. Department of State Post Officer Safety Health Officer (POSHO) Safety Instructions for Contractors and Post Policies for Contractors attached to this SOW as Attachment A.

#### 4.2. Technical Specifications

4.2.1. Construction of this project is governed by:  
The 2016 OBO Building Code Supplements, (2012 International Building Code (IBC), amended by the 2012 OBO International Codes Supplement (OBO-ICS), and the host country's local building codes, including zoning requirements and product standards in accordance with OBO-ICS IBC Section 101.

#### 4.3. Materials & Installation Specifications

4.3.1. Contractor shall provide the materials as described in the quantity survey found in attachment B.

#### 4.4. Architectural/ Engineering Specifications, Drawings, Details & Measurements

4.4.1. Drawings to follow are attached as Attachment C, specifications are included as part of the drawing set.

#### 4.5. Other Stipulations

4.5.1. As built drawings: Contractor shall deliver as built drawings (2 sets double letter paper copies and 2 CD) in AutoCAD after finishing the work. Drawings will include A/C, sprinklers and fire alarms (location/survey to be performed by the Contractor).

### 5. Schedule & Milestones

5.1. One (1) week after the solicitation is posted a site visit will be held for all interested parties. **At that time floor plans for the work will be provided.**

5.2. Contractor shall observe the following working hours:

	From	To	Notes
Monday	7:00	18:00	
Tuesday	7:00	18:00	



Wednesday	7:00	18:00	
Thursday	7:00	18:00	
Friday	7:00	18:00	
Saturday	7:00	18:00	Non-working day
Sunday	7:00	18:00	Non-working day

- 5.3. The Contractor can plan to work on the U.S. Holiday on the 10<sup>th</sup> of October.
- 5.4. Contractor shall start the work within 5 (five) calendar days after Notice To Proceed is issued by the Contracting Officer (CO)
- 5.5. Contractor shall complete the project within 30 calendar days from the Notice To Proceed is issued by the CO
- 5.6. Other scheduling stipulations:  
If there is work that will be especially disruptive to the current occupants, the COR and the Contractor shall reach an agreement on afterhours or weekend work.

## 6. Management & Supervision

### 6.1. Contract Management by Contractor

6.1.1. Supervision & Project Manager: Contractor shall designate a Project Manager who shall be held responsible for on-site supervision of the Contractor’s workforce at all times. This Project Manager shall be a focal point for the Contractor and shall be the point of contact for the COR. In some cases, the Contractor him/herself might be the Project Manager.

6.1.2. Quality Control: Contractor shall be held responsible for Quality Control.

### 6.2. Contract Management by the Consulate COR

6.2.1. COR: The Contracting Officer will designate a COR to act as the main point of contact and respond to technical questions that the Contractor may have.

## 7. Warranty

7.1. Labor Warranty: Contractor shall provide Standard Labor Warranty for completed work materials for twelve (12) months from the Project Completion Date.



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7.2. Materials / Manufacturer's Warranty: Contractor shall transfer applicable manufacturer's warranty in full for the supplied materials, especially, on new installations.

7.3. Other Warranty Stipulations

Social Security registration number for the company and for the workers.

END