



AMERICAN CONSULATE GENERAL

**Piazza della Repubblica
80122 NAPLES**

SOW

**PREPARATION/PAINTING OF 13 OFFICES AND EMERGENCY
STAIRWELL**

2022

CHAPTER 1

FOREWORD

The Consulate of the United States of America in Naples, Italy solicits an offer for works related to painting and general repairs for the 13 offices and the main emergency stairwell in the American Consulate General building located in Naples.

CHAPTER 2

GENERAL

- The solicitation is for painting and general repairs related to the painting project of Consulate General offices with all material needed and requirements listed in the following paragraphs.
- The contractor shall supply all the materials and equipment, skilled and unskilled labor, technical supervision, as well as logistical and administrative support. The contractor shall also supply all accessory services such as: transportation, equipment and tools, leasing of any necessary equipment, disposal of debris, cleaning of the work area and all else necessary to complete the project in compliance with the present specifications.
- Maximum attention is required for the safety of personnel at work on the site, including COVID certifications and procedures. The workers must operate in compliance with standard codes, using tools with safety features and Personal Protective Equipment (PPE). Plus, all workers have to follow the Consulate General security procedure such as having the badge with them all times and being escorted by authorized personnel.
No smoking is allowed inside the consulate building. There is a external dedicated area, any infraction will not be tolerated and will result in immediate removal without further notice.
Temporary safety protection measures such as safety switches, scaffolding, and others for third parties shall be installed by the Contractor with care and attention.
- The Contractor shall be responsible for submitting, in a timely fashion, for approval by the COR, samples of materials and supplies to be used.
- It shall be the contractor's responsibility to verify all the quantities.

Art. 2.1

DEFINITIONS

A glossary of terms and relative equivalents used in the drawing up of the tender documents is indicated hereunder:

Client, Administration, Project Supervisor, COR, CO: all these denominations identify the technical administrative staff who will handle the contract on behalf of the Consulate General of the United States of America.

Contracting Company, Contractor: all these denominations identify the subject that undertakes to carry out the work described in the contract.

Contract, Purchase Order (P.O.), Work Order: these terms identify the contract document with which the project is awarded.

Art. 2.2
DESCRIPTION OF WORK

- Starting on June 13th, 2022 until August 30th, 2022 (in different phases), the Contractor shall be responsible for executing the following work:

GENERAL SPECS AND QUANTITIES

Technical specifications for general repairs and painting of all interior surfaces (walls and ceilings) of the 2nd floor (one office), 3rd floor (seven offices), 4th floor (five offices) for a total of 13 offices and the main emergency stairwell (A). The project will be conducted in different phases based on the departure of officers and new arrivals.

1. Move all the furniture in the working areas to allow painting and repositioning of all the moved items at the end of the works. Preparation will include protection, with towels or cardboard, all floors, decorative items, furniture previously moved to the center of the room, chandeliers, ceiling lights, handles and everything else present in the working areas.

Euro: _____

2. Painting of offices' walls located on the 2nd, 3rd and 4th floor, after the removal of the detached painting, including wall repairs with plastering repairs, proper preparation with a primer coat and two additional coats, in the same color as the original.

*see specs #1

Total Sq. Mts 950

Euro: _____

3. Painting of the ceilings of the 3rd floor office (CG's office), after the removal of the detached painting, including wall repairs with plastering repairs, proper preparation with a primer coat and two additional coats, color to be determined to the original.

*see specs #2

Total Sq. Mts 60

Euro: _____

4. Painting of the wood doors, after removing the loose paint, checking and repairing all hinges and locks, proper preparation with a primer coat and two additional coats, same color to the original.

*see specs # 3

Tot. No. 21 Doors

Euro:_____

5. Painting of the emergency stairwell wall from the basement to the 5th floor, after the removal of the loose paint, including wall repairs with plastering repairs, proper preparation with a primer coat and two additional coats, same color to the original.

*see specs #1

Total Sq. Mts 350

Euro:_____

6. Painting of the emergency stairwell ceilings from the basement to the 5th floor, after the removal of the detached painting, including wall repairs with plastering repairs, proper preparation with a primer coat and two additional coats, same color to the original.

*see specs #2

Total Sq. Mts 100

Euro:_____

7. Replacement of false ceiling tiles, between the stairwell and the lift in the basement area, by removing and disposal of the old ones and proper repairing of false ceiling panels supports.

Tot. N. of panels 15

Euro:_____

8. Painting of the iron doors, after removing the detached paint, checking and repairing all hinges and locks, proper preparation with a primer coat and two additional coats, same color to the original.

*see specs # 3

Tot. No. 2 Doors

Euro:_____

PAINT SPECS

- # 1 **SIKKENS – ALPHAMAT SF**
- # 2 **SIKKENS – ALPHA TEX Schimmelwerend SF**
- # 3 **SIKKENS - RUBBOL BL SATURA**

Please note that the paint specified above are water-based

Art. 2.3
LIMITATIONS

The accomplishment of the project shall be restricted to the specific requests described in the Bill of Quantities.

Art 2.4
MATERIAL EQUIVALENTS

The Contractor shall verify and ensure that all the materials supplied are new and without defects and that their use and/or installation is carried out using the best techniques and fully respecting the instructions supplied by the manufacturers. Special parts shall be manufactured solely by workshops that are highly qualified in that specific sector.

The makes indicated in attachment A, "List of Materials and Manufacturers" are intended as a point of reference and therefore, the words *or approved equivalent* are implicit. Selections implemented by the Contractor shall be approved in advance by the COR, after submission of samples and technical cards.

CHAPTER 3
SOLICITATION CHARACTERISTICS

Art 3.1
CONTRACT PHASE

Within one calendar week of the date of award, the Contractor shall submit the following documentation to the COR:

- A final and detailed work schedule of the various interventions and relative length of time required to carry out all the work requested in the contract.
- Designation of a single point of contact who will be in charge of the project on behalf of the contractor and who will be fully authorized to discuss and decide together with the COR any variations during the course of the project, both concerning methodology of the work and the supplies.
- A full list of workers complete with all bio-data, that will have access in the Consulate during the entire project. For security purpose, this list, including Company details, must be submitted with the estimate.
- After the date of award, the list of workers and supervisors has to be implemented with UNILAV documentation proofing of the current state of the workforce.
- Provide a copy of the insurance policy with adequate coverage amounts for liability for civilian casualty that may cause death or injury to persons or damage to property.

Art 3.2
IMPLEMENTATION PHASE

- Normal working hours are from 08:00 to 17:00 during weekdays. Any work to be carried out after normal working hours or during the week-end shall be agreed upon in advance with the COR in order to obtain all the necessary authorizations and approvals.

- The work-site shall be kept as clean as possible by all kind of debris and dust, in case of abnormal dust during same phases, it is required the use of heavy plastic sheets and special fans to keep it under control.
- A professional cleaning service in all areas involved during the projects is required at the end of the project.
- Areas for storing material shall be agreed upon, together with the COR, based on logistical-operative criteria.
- Tests on the correct operation of the systems and consignment of parts of completed work shall be carried out in the presence of the person designated by the Contractor and someone authorized by the Consulate. The Contractor shall be responsible for drawing up the necessary delivery reports for the work and systems carried out and shall be subject to verification and acceptance by the COR.

Art 3.3 CONCLUSION PHASE

- Once the project is completed a final inspection shall be carried out with representatives of the Contractor and the COR, in order to verify that the project has been carried out correctly, that it is in compliance with the technical specifications and that the systems operate correctly.
- The Contractor guarantees its work for one year and will undertake any repairs or adjustments to the installations within a reasonable time frame as required.

Art. 3.4 PARKING

Parking is allowed inside the Government property grounds only for 2 checked vehicles and by communicating at least 2 days in advance to the COR, depending on space availability and/or special circumstances. It is the Contractor's responsibility to provide correct information relating to vehicles makes, models, license plates etc., in case of any lack of required information, Contractor vehicles will be parked at Contractor's own expense outside the Government property. Loading and unloading operations will be guaranteed and undertaken using only one vehicle at a time.

Art. 3.5 WORK PROGRESS

In general, the Contractor shall have the faculty of developing the work in the way he believes more convenient and shall hand it over completed within the terms of the contract, as long as, in the opinion of the Project Manager, this is not detrimental to the outcome of the project and the interests of the Administration.

The Administration reserves the right to request that a specific task be carried out within a pre-determined period of time, or to dispose the order of the performance of the work in the way it deems more convenient, especially in relation to requirements depending on the performance of work and delivery of supplies excluded from the contract, without the Contractor having the possibility to refuse or ask for special compensation.

Before starting the work, the Contractor shall submit for the COR approval a detailed operative schedule, which he will follow during the performance of the contract.

Art. 3.6

PERFORMANCE TIME AND PENALTIES FOR DELAYS