

SCOPE OF WORK CARPET TILE INSTALATION U.S. EMBASSY SANTO DOMINGO

1. INTRODUCTION

- A The Embassy of the United States of America in Santo Domingo requires services of a Contractor to perform work of installing carpet tiles inside the Embassy compound. The carpet tiles shall be Govt. Furnished Item (GFI).
- B The requirement consists of removing existing carpet tiles and installing new carpet tiles in offices as well as common areas.
- C Estimated total quantity of the requirement is 8,000 Square yards. The Contractor shall be paid on the basis of measured finish carpet surface area.

2. GENERAL REQUIREMENTS

- A The Embassy shall provide carpet tiles and glue needed for the work.
- B The Contractor shall provide labor, tools and other supplies needed to complete the work described in this statement of work (SOW).
- C The Contractor shall carry out activities in a manner that will allow access to the Embassy facilities at all times. Activities in the work areas shall be sequenced in multiple phases wherein quantity of finish surface area in each phase shall be in the range of 200 Sqm.
- D The Contractor shall perform work in a manner that will allow conduct of business of the Embassy without discomfort to the occupants. Work may be scheduled on weekends / holidays and outside the normal business hours on workdays. Normal business hours of the Embassy are 8:00 AM to 5:00 PM Monday through Friday.
- E The Contractor shall survey site during solicitation phase and submit technical proposal with method statement covering sequencing, materials, quality control, safety management and past performance. The past performance shall include list of similar work done.
- F The Contractor shall perform work in diligent manner and achieve completion within the specified performance period.

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3. GENERAL WORK REQUIREMENTS

- A The COR and the Contractor shall review the method statement submitted with the technical proposal, before the contract award, and agree to a sequencing and phasing plan. The Contractor shall begin activities in a phase after ensuring availability of material and tools. **The Contractor shall assign a Project Manager/Supervisor to be present on site at all time to direct labor personnel and answer all inquiries and progress of the project.**
- B The Contractor shall neatly stage materials and tools in a designated location. No tools and materials shall be left in work area at the end of work-day. Keep the work areas clear of hindrances, trip hazards, and unused materials at all times. The Contractor shall be responsible for safe-keeping of materials and tools equipment at site. Move carpet materials from storage area to work area as needed for accomplishing work each day. Store materials under conditions recommended by manufacturer.
- C The Contractor shall not damage any fixed property and provide temporary protective covers in a manner acceptable to COR. The Contractor shall, prior to starting removal of existing carpet, move & cover furniture with full covers, and move the moveable items away from work area. Following completion of carpet replacement in each phase, the Contractor shall remove covers, clean the fixtures with approved method and return the furniture to their original position.
- D If the Contractor spills any adhesive, or in any way soils the walls or other furnishings, the Contractor shall clean up using a specialist at the Contractor's expense.
- E The Contractor shall move/raise and/or partially disassemble the modular workstations to install carpet behind or under them.
- F The Contractor shall contain debris including old carpet tiles, empty cardboard containers, adhesive rollers, plastic sheets, etc. in a construction dumpster located on site.
- G The Contractor shall remove temporary covers and vacuum clean the work site as acceptable to the COR after completion of each phase of work.
- H Temporary power and water required for the work shall be provided by the Embassy.
- I General specifications of the GFI carpet tiles: Manufacturer Bently Mills, Model Savage Journey 4SJ00, Color Code Cargo Culture 405221 and provided with HEALTHBOND PRESSURE SENSITIVE ADHESIVE 2399

SPECIFICATIONS	SAVAGE JOURNEY™
Style Number	4SJ00
Name/Color No.	CARGO CULTURE/405221
Product Construction	Tufted Textured Loop
Fiber	Antron® Lumena™ Type 6,6 Nylon

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Dye Method	Solution Dyed
Soil/Stain Protection	XTERA™
Secondary Backing	NexStep® Cushion Tile, AFIRMA™ Hardback Tile
Machine Gauge	1/12 in (47.2 ends/10 cm)
Stitches	10.7/in (42.1 ends/10 cm)
Pile Density	5,435 oz/yd ³
Total Weight	81 oz/yd ² (2,746.4 g/m ²)
Total Thickness	0.190 in (4.8 mm)
Pattern Repeat	None
Radiant Panel	Passes Class 1, ≥ 0.45 W/cm ² (ASTM
Smoke Density	< 450 dm Corrected (ASTM-E662), Flaming
Static	≤ 3.5 kV (AATCC-134), Step
Flammability	Passes Methenamine Pill Test (CPSC-FF1-70)

- J** Carpeting shall be installed by trained installers trained in the installation of commercial carpeting in projects of similar size and scope specified herein. Commercial references of similar jobs performed within the last 3 years shall be provided by the contractor along with the bid proposal. **List of projects as well as dates and tasks in these projects will be provided for labor personnel.**
- K** Prior to the installation at the COR's direction, meet at the project site to review installation procedures, coordination with other elements, special details and conditions, standard of workmanship, and other pertinent topics related to the work. Examine existing installation and install sample of new tiles for review and agreement on methods of work performance.
- L** Carpet replacement work activities shall include removal of old carpet and installation of new carpet tiles. Remove old carpet tiles and place in dumpster for disposal. Clean floor surface with vacuum cleaning to remove dust, dirt, staple pins, paper clips and other such items. Scrape old glue or tile pieces, if stuck to the floor surface. The floor surface to receive new carpet shall be smooth, free from loose particles or any foreign materials or humps.
- M** Dry-fit cut tiles and apply adhesive to tile back after tile has been cut. Use full uncut tiles down the center of corridors and, where necessary, cut perimeter tiles to butt walls. Butt carpet tile tightly together to form seams without gaps or entrapped pile yarns and aligned with adjoining tiles.
- N** Lay carpet tiles as per existing carpet installation and as agreed during sample installation. Install edge strip at every location where edge of carpet is exposed to traffic, unless otherwise directed.
- O** As the carpeting is installed, remove and dispose of all trimmings, excess pieces of carpeting and laying materials from each area as it is completed. Vacuum carpeting with a commercial vacuum, having a cylindrical brush or beater bar and high suction. Remove adhesives, stains and soil spots in accordance with the carpet manufacturer's recommendations.

4. EXECUTION

4.1. EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting carpet tile performance. Examine carpet tile for type, color, pattern, and potential defects.
- B. Concrete Subfloors: Verify that concrete slabs comply with the following:
 - 1. ASTM F 710 "Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring".
 - 2. Preparation shall include:
 - 3. Slab substrates are dry and free of curing compounds, sealers, hardeners, and other materials that may interfere with adhesive bond. Determine adhesion and dryness characteristics by performing bond and moisture tests recommended by carpet tile manufacturer.
 - 4. Subfloors are free of cracks, ridges, depressions, scale, and foreign deposits.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

4.2. PREPARATION

- A. General: Comply with CRI 104, Section 7, "Site Conditions; Floor Preparation," and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile installation:
- B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 3 mm wide or wider and protrusions more than 0.8 mm, unless more stringent requirements are required by manufacturer's written instructions.
- C. Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, without using solvents. Use mechanical methods recommended in writing by carpet tile manufacturer.
- D. Clean metal substrates of grease, oil, soil and rust, and prime if directed by adhesive manufacturer. Rough sand painted metal surfaces and remove loose paint. Sand aluminum surfaces, to remove metal oxides, immediately before applying adhesive.
- E. Broom and vacuum clean substrates to be covered immediately before installing carpet tile.

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4.3. INSTALLATION

- A. General: Comply with CRI 104, Section 14, "Carpet Modules," and with carpet tile manufacturer's written installation instructions.
- B. Installation Method: Partial glue down; install periodic tiles with releasable, pressure-sensitive adhesive.
- C. Maintain dye lot integrity. Do not mix dye lots in same area.
- D. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.
- E. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- F. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on subfloor. Use nonpermanent, nonstaining marking device.
- G. Install pattern parallel to walls and borders.

4.4. CLEANING AND PROTECTION

- A. Perform the following operations immediately after installing carpet tile:
 - 1. Remove excess adhesive, seam sealer, and other surface blemishes using cleaner recommended by carpet tile manufacturer.
 - 2. Remove yarns that protrude from carpet tile surface.
 - 3. Vacuum carpet tile using commercial machine with face-beater element.
- B. Protect installed carpet tile to comply with CRI 104, Section 16, "Protection of Indoor Installations."
- C. Protect carpet tile against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by carpet tile manufacturer.

END OF DOCUMENT