

# **SCOPE OF WORK**

Embassy expansion second and third  
floor – Technical infrastructure

## Contents

Embassy expansion second and third floor – Technical infrastructure .....	3
Introduction.....	3
RESPONSIBILITY AND CONTRACT ADMINISTRATION.....	4
QUALIFIED CONTRACTORS: A LICENSED ELECTRICAL CONTRACTOR.....	5
SAFETY & SPECIAL INSTRUCTIONS: .....	5
MATERIALS.....	6
CONTRACTOR .....	8
CERTIFICATION .....	15
BUILDING PLANS .....	15
 Figure 1 Second floor remodeling area .....	10
Figure 2 Proposal for cubicles second floor. ....	11
Figure 3 Tentative remodeling area third floor .....	13

# Scope of Work

## Embassy expansion second and third floor – Technical infrastructure

### Introduction

1. The United States Embassy in Quito – Ecuador requires specialized technical services to expand its telecommunications infrastructure in their compound building.
2. The contractor will provide the labor, test equipment, tools, and PPE equipment.
3. The United States Embassy will provide the physical materials. In case the contractor realizes that a different or extra material is needed, the contractor will notify to the Contracting Officer Representative (COR) and will only proceed after the COR's approval. In the case that the contractor does not notify or received approval by the COR any extra material will be at the contractor's expenses.
4. The contractor will coordinate with the COR for work commencing and completing in a sequential manner. The contractor must submit a schedule of activities showing all project activities. This schedule will be reviewed and approved by the COR prior to commencement of work at the site.
5. The execution of this job must be performed after the General Services Office and Facilities Office confirm the cubicles and the conduits have been terminated.

## RESPONSIBILITY AND CONTRACT ADMINISTRATION

1. A COR will be assigned to ensure quality assurance goals are met. The Contractor will always provide the COR access to the site.
2. The COR will be the main point of contact for this Project. The Contractor will report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to utility services; and all other important information pertaining to the Project.
3. The Contractor will not conduct any work that is beyond this SOW and accompanying requirements unless directed in writing by the Contracting Officer (CO). Any work done by the Contractor beyond this SOW and accompanying specifications without written direction from the CO will be at the Contractor's own risk and at no cost to the Embassy.
4. The Contracting Officer will provide a Notice to Proceed (NTP) to the Contractor. No work will be initiated until the NTP is issued by the CO.
5. The Embassy's review, approval, or acceptance of, nor payment for the services required under this contract will be construed as a waiver of any rights under this contract or any cause of action against the Contractor arising out of the performance of this contract.
6. The Embassy reserves the right to inspect all services called for by the contract, to the extent practicable at any time and place during the term of the contract. The CO or COR may perform quality assurance inspections (QAI) to confirm the work is in accordance with this SOW.
7. The CO has the authority to issue a temporary stop order during the execution of any phase of this SOW. This authority may be executed when the Embassy requires time for official functions or is in possession of specific credible information indicating that the lives of Embassy personnel are immediately threatened, and that the execution of the project will increase the Embassy's vulnerability. The Contractor will promptly notify the COR that work has been stopped.
8. If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the

services again in conformity with the contract requirements. The Embassy may, by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Embassy that is directly related to the performance of such service or terminate the contract for default.

9. The Embassy has the right to terminate this contract for convenience at any time in whole, or from time-to-time, if the CO determines it is in the interest of the Embassy.

## QUALIFIED CONTRACTORS: A LICENSED ELECTRICAL CONTRACTOR.

The approved contractor team leader must provide a degree in Telecommunications, Electronics, Networking or related degrees. Or provide a Structure Cabling certification with a minimum of two years of experience.

## SAFETY & SPECIAL INSTRUCTIONS:

**SAFETY:** Safety is the highest priority on this and all OBO/CFSM/FAC projects/operations. OBO SHEM policy is to work de-energized! The team leader will direct all of those under his/her charge to work safely. Regular safety meetings will be held among on-site personnel and safety concerns will be brought to the attention of the Post Safety and Health Officer (PSHO) and/or the COR/COTR. The contractor is expected to provide all required PPE for the technicians to work safely on all OBO locations worldwide. (LOTO) lock out tag out is to be strictly enforced.

## MATERIALS

1. All physical materials will be provided by the Embassy.
2. In case the contractor realizes that a different or extra material is needed, the contractor must notify the COR and will only proceed after the COR's approval. In the case the contractor does not notify the COR or does not receive approval, any extra material will be at the contractor's expense.
3. The materials that the embassy will provide are as follows:

	Description	Quantity	Units
1	TRIPP LITE CAT5E NETWORK MODULAR CONNECT	1000	unit
2	MINI-COM MODCAT 6UTP8 POS 8 WIR CJ688TPBU	450	unit
3	1000FT CAT6 SHIELDED 400-MHZ SOLID BULK EVNSL0612A-1000	14	Bulk
4	CAT6 SHIELDED 400-MHZ SOLID BULK CABLE EVNSL0611A-1000	14	Bulk
5	CAT6 400-MHZ SOLID BULK CABLE F EVNSL0614A-1000	14	Bulk

6	CAT6 400MHZ SLD FUTP PLN BK 1000FT SPL EVNSL0618A-1000	14	Bulk
7	LEGRAND 37198 37198	12	unit
8	TELECOMMUNICATIONS OUTLETS & ACCESSORIES 49910-HW4	110	unit
9	TELECOMMUNICATIONS OUTLETS & ACCESSORIES 42080-6EP	50	unit

## CONTRACTOR

### 1. General requirements

- a. The Contractor must inform the COR if additional or different materials are required.
- b. The Contractor will provide all their installation equipment. This includes tone generators, certifiers, ladders, crimping tools, cutters, and any other tool that the contractor will use.
- c. The Contractor will provide all their Personal Protection Equipment to their workers.
- d. The work will be executed in a diligent manner within the approved performance period and fixed-priced proposal provided by the contractor.
- e. The Contractor is responsible for compliance with 5 FAH-9 Network Cabling Handbook regulations for telecommunications infrastructure installations.
- f. The color distribution of cables will be matched with the rubber covers of the terminals in both ends.
- g. The color distribution of cables will be matched with the jack on the faceplates.
- h. All access of contractor's workers to the Embassy compound will be coordinated and requested through the Embassy's COR. The Contractor will provide a minimum of three working days notice to the COR prior the first workday.
- i. The Contractor will provide the following information for all the workers and supervisors that will access the Embassy:

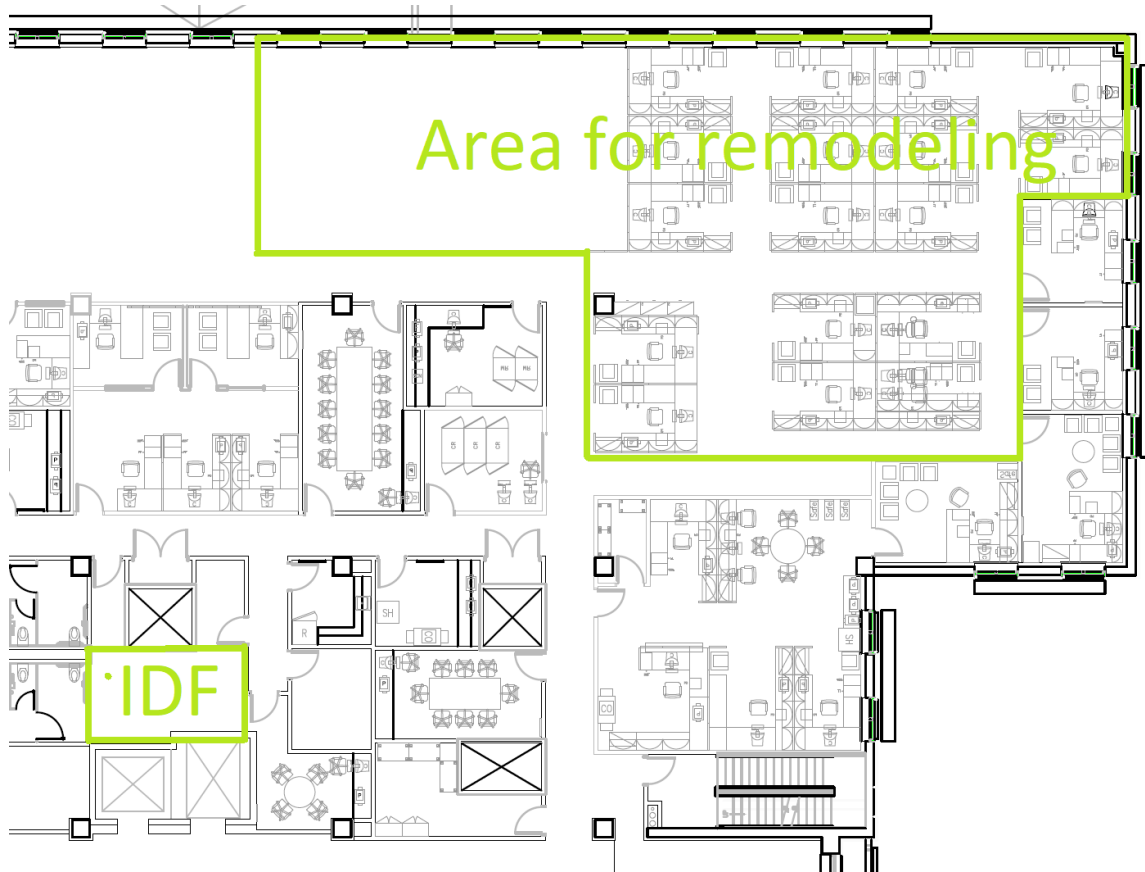


1. Full name
2. Birthdate
3. Nationality
4. Cedula or passport number
5. Any reasonable accommodation due to disability
6. Vehicle manufacturer
7. Plate number
8. Vehicle color

- j. The contractor will provide to the COR a list of equipment being brought into the Embassy.
- k. Unless otherwise agreed with the Contracting Officer Representative (COR) the work will be executed during normal Embassy work hours from 8:00 to 17:00 with 1 hour lunch. Night, weekend, or holiday work will not be permitted except as arranged in advance with the COR. If any aspect of this work is deemed by the COR to be interruptive to normal Embassy operations, the Contractor will be required to perform that portion of the work on Saturdays and Sundays. A provision for this should be included in the response to the request for quotation. Working on Saturdays and Sundays will not be considered a change order or a change in field conditions, but rather a standard provision of the contract.

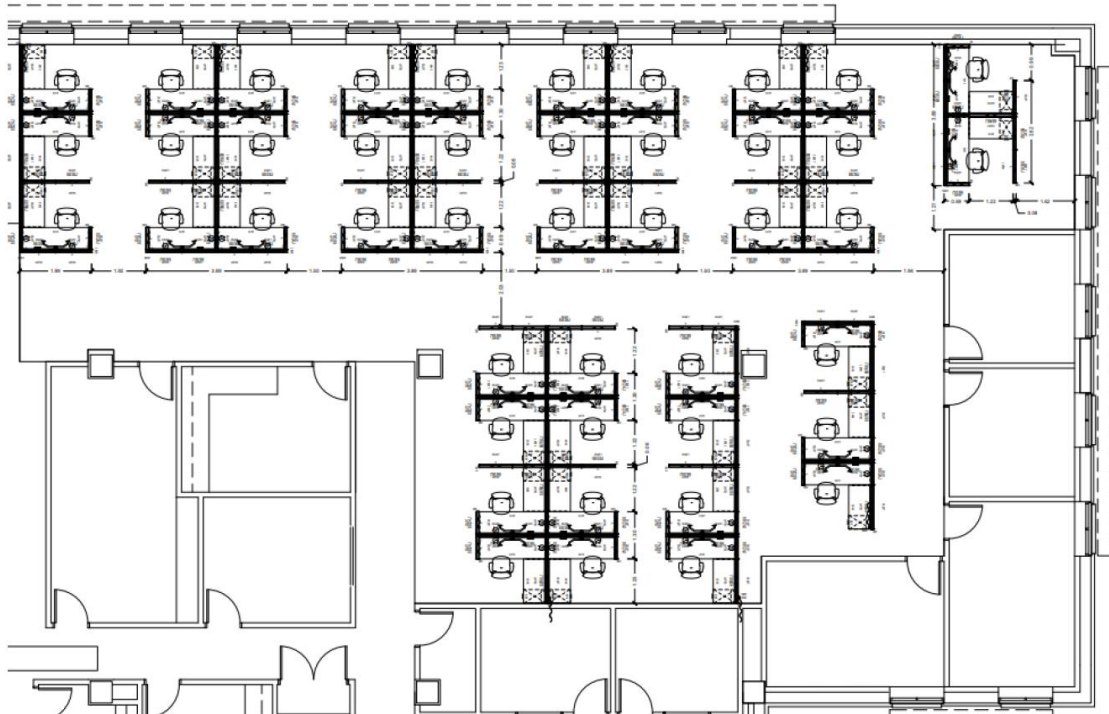
## *Second floor*

- l. The Contractor will perform the installation in accordance with the 'Area for remodeling' in Figure 1. One of the ends of each cable will be in the Intermediate Distribution Frame (IDF) and the other will be in each workstation.



*Figure 1 Second floor remodeling area*

- m. The contractor can use the Figure 2 as a tentative design for the spaces on the second floor. Figure 2 represents the green space labeled as 'Area for remodeling' in Figure 1.



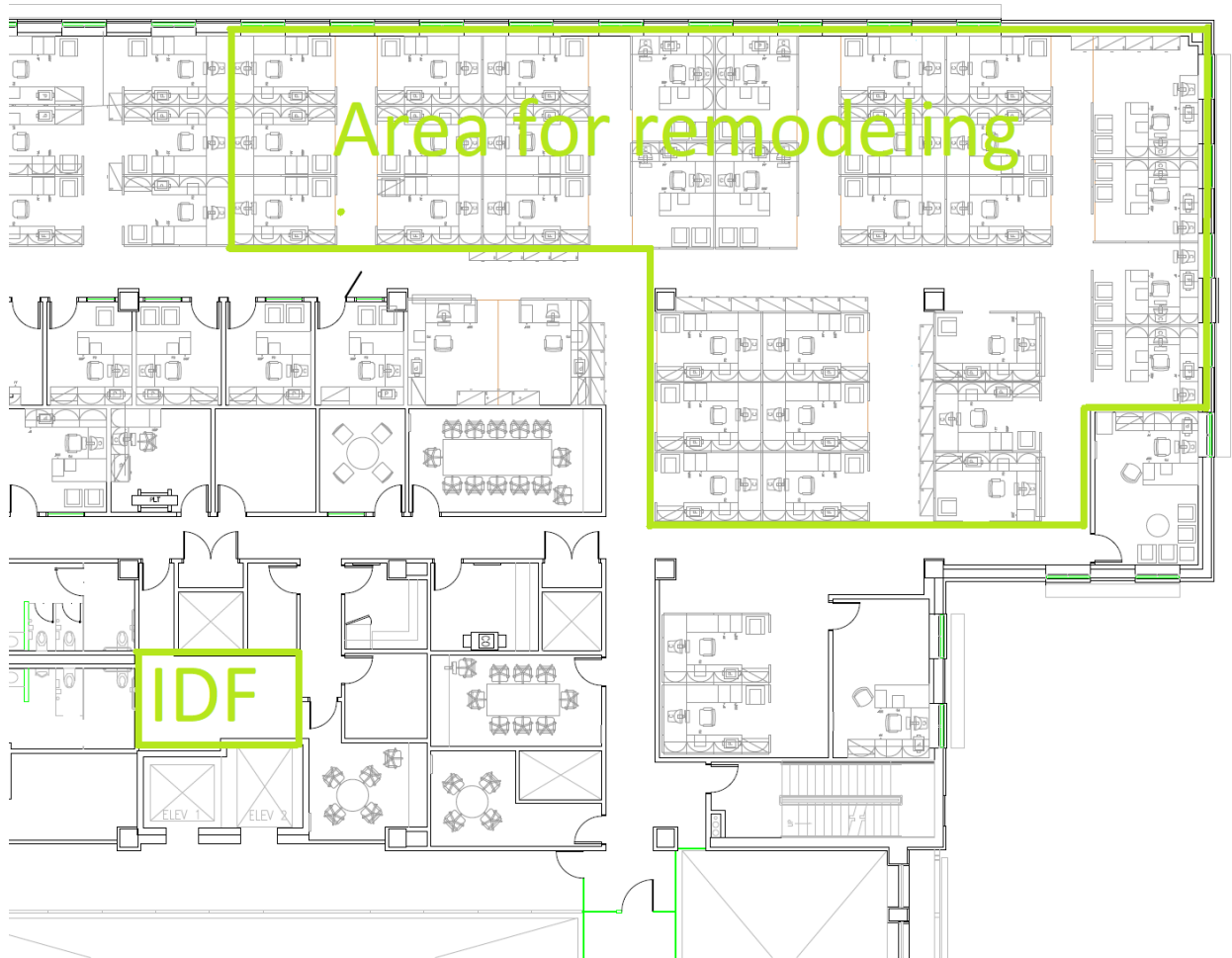
*Figure 2 Proposal for cubicles second floor.*

- n. The contractor will pull existing infrastructure to arrange installation in the new cubicles' arrangement. This infrastructure consists of 25 workstations.
- o. The contractor will label each port in both ends according to the codification standard code for the second floor that will be provided by the COR.
- p. Each relocated workstation will have:
  - i. One blue port for voice
  - ii. One orange port for data
  - iii. One green port for data
  - iv. One yellow port for back up

- q. The contractor will also install the same infrastructure for 25 extra workstations.
- r. Each new workstation will have:
  - i. One blue port for voice
  - ii. One orange port for data
  - iii. One green port for data
  - iv. One yellow port for back up

### *Third floor*

- s. The contractor will perform the installation in accordance with the 'Area for remodeling' in Figure 3. One of the ends of each cable will be in the IDF and the other will be in each workstation.



*Figure 3 Tentative remodeling area third floor*

- t. The contractor will pull existing infrastructure to arrange installation in the new cubicles' arrangement. This infrastructure consists of 25 workstations.
- u. Each relocated workstation will have:

- i. One blue port for voice
  - ii. One orange port for data
  - iii. One green port for data
  - iv. One yellow port for back up
- v. The contractor will also install the same infrastructure for 25 extra workstations,
- w. Each new workstation will have:
  - i. One blue port for voice
  - ii. One orange port for data
  - iii. One green port for data
  - iv. One yellow port for back up
- x. The contractor will label each port in both ends according to the codification standard code for the third floor that will be provided by the COR.

## CERTIFICATION

1. The contractor will provide the certification equipment.
2. The contractor must certify every single built end point between the workstation and the IDF.
3. The verification of the certified ports will be performed by the contractor with the supervision of the COR or a government employee that the COR authorizes.

## BUILDING PLANS

1. The contractor will provide telecommunication plans in three presentations:
  - a. CAD format
  - b. Printed A3
  - c. Digital pdf
2. The plans will indicate where each port has been connected in the IDF and workstation, and the assigned labeled codification standard according to the type of port.
3. The verification of the matching ports will be performed by the contractor with the supervision of the COR of this contract or whoever the COR authorizes to validate the plans.