



## **SCOPE OF WORK**

### **INTERIOR PAINTING AT US GOVERNMENT RESIDENCE (United States Embassy Brussels, Belgium)**

#### **OVERVIEW**

The United States Government (USG), Department of State (DOS), has a requirement to repaint the interior of a US Government Residence in 1000 Brussels, Belgium. To this end, the USG requires quotations for a contractor to complete the proposed modifications.

#### **INTENT**

Requirements in this SOW serve as a direction to the Contractor for the repainting of the interior of the residence. The Contractor shall perform all services in accordance with standards of skill, care and diligence adhered to by reputable, first class international firms and shall conform to widely accepted professional practices.

#### **PROJECT DESCRIPTION**

The USG intends to repaint the interior of the US Government Residence. The requirements below are the basis for the refurbishment. The refurbishment shall use only high quality, first class materials and fittings. A site visit is scheduled.

Total estimated number of square meters to be painted:

Walls: 1218 Sq. m.

Windows: 246 Sq. m.

Doors: 211 Sq. m.

#### **SCOPE OF WORK**

*Note: This is an official residence of the USG; the materials and fittings used should be of a standard fitting for a home of this standing.*

#### **A. PAINTING SPECIFICATIONS PAINTING SPECIFICATIONS**

##### 1. Interior Painting

Paint surfaces as directed by the task order. Match paint to similar adjacent materials or surfaces.

- a. Paint: This category includes coating systems materials, primers, emulsions, enamels, stains, sealers and fillers, and other applied materials whether used as prime, intermediate or finish coats.

- b. **Product Data:** The Contractor shall submit manufacturer's technical information, label analysis, and application instructions to the COR for each paint material proposed for use, prior to starting work. The Contractor shall list each material and cross-reference specific coating and finish system and application as an attachment to the above submittal. The Contractor shall identify each material by the manufacturer's catalog number and general classification.
- c. **Single Source Responsibility:** The Contractor shall provide primers and undercoat paint produced by the same manufacturer as the finish coats.
- d. **Material Quality:** The Contractor shall provide the manufacturer's best quality trade sale type paint material. Paint material containers not displaying manufacturer's product identification are not acceptable.
- e. **Material Delivery:** The Contractor shall deliver materials to the job site in manufacturer's original, unopened packages and the containers shall bear the manufacturer's name and label with trade name and manufacturer's instructions.
- f. **Material Storage:** The Contractor shall store materials not in use in tightly covered containers in a well ventilated area at a minimum ambient temperature of 45 degrees F (7 degrees C). The Contractor shall protect materials from freezing and keep storage area neat and orderly. Contractor shall remove oily rags and waste daily.
- g. **Project Conditions:** The Contractor shall not apply paint when the relative humidity exceeds 85 percent, or at temperatures less than 5 degrees F (3 degrees C) above the dew point, or to damp or wet surfaces. The Contractor shall apply paint only in temperatures that comply with the manufacturer's specifications.
- h. **Preliminary Examination:** The Contractor shall examine substrates and conditions under which painting will be performed for compliance with requirements and shall not begin application until unsatisfactory conditions have been corrected.
- i. **Preparation:**
  - 1. The Contractor shall remove hardware and hardware accessories, plates, light fixtures, and items in place that are not to be painted, or provide protection such as taping, prior to surface preparation and painting. (Taping includes windows, door jams, etc.)
  - 2. The Contractor shall clean and prepare surfaces to be painted following the manufacturer's instructions before applying paint or surface treatments. This preparation includes removal of oil, dust, and direct, loose rust, mildew, peeling paint or other contamination to ensure good adhesion. In some cases, the Contractor may be requested to remove all existing coats of paint and sealers if prior paint application is showing signs of improper adhesion, such as peeling, chipping, etc. All surfaces must be clean and dry. The Contractor shall schedule cleaning and painting so dust and other contaminants will not fall on wet, newly painted surfaces.
  - 3. The Contractor shall notify the Contracting Officer or COR of problems anticipated for any minor preparatory work required, such as but not limited to, filling nail holes, cleaning surfaces to be painted, and priming any requisite areas. Plan preparatory work, as most units in residential areas will have nail holes or areas that will need to be primed or sealed. Replace all electrical covers with new covers after painting.
- j. **Materials Preparation:** The Contractor shall mix and prepare paint following the manufacturer's directions.
- k. **Application:** The Contractor shall apply paint following the manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied. Do

not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.

1. Unless otherwise specified, the Contractor shall use a high quality semi-gloss latex paint (containing no lead or mercury) for all kitchens, baths, laundry areas, doorframes, and window frames. The Contractor shall use a flat or satin flat latex base paint (containing no lead or mercury) in the remainder of the unit. The color shall be consistent with the balance of the room, which will normally be off-white. The Contractor shall provide samples of the color on sample of the type of material to be painted before actual paint date is scheduled.
  2. On exterior surfaces, the Contractor shall apply a high quality exterior grade latex base paint that matches as closely as possible the existing color on the exterior of the property, or a color as otherwise specified by the COR. Prior to painting, the Contractor shall scrape, sand, fill, and prime the surface with a latex base primer. The Contractor should plan on extensive preparatory work prior to painting. The Contractor shall not apply exterior paint in snow, rain, fog or mist, or when the relative humidity exceeds 85 percent; or to damp or wet surfaces.
  3. The Contractor shall provide finish coats that are compatible with primers used.
  4. The number of coats and film thickness required is the same regardless of application method. The Contractor shall not apply succeeding coats until previous coat has cured. The Contractor shall sand between applications where required to produce a smooth, even surface.
  5. The Contractor shall apply additional coats when undercoats or other conditions show through final coat, until paint film is of uniform finish, color, and appearance.
- l. Scheduling Painting: The Contractor shall apply the first coat to surfaces that have been cleaned, pretreated or otherwise prepared for painting as soon as practicable, and before subsequent surface deterioration. Allow sufficient time between successive coats to permit proper drying. Do not recoat until paint has dried.
  - m. Minimum Coating Thickness: The Contractor shall apply materials at the manufacturer's recommended spreading rate. The Contractor shall provide a total dry film thickness of the system as recommended by the manufacturer.
  - n. Prime Coats: Before application of finish coats, the Contractor shall apply a prime coat as recommended by the manufacturer to material required to be painted or finished, and which has not been prime coated.
  - o. Brush Application: The Contractor shall brush-out and work brush coats into surfaces in an even film. The Contractor shall eliminate cloudiness, spotting, laps, brush marks, runs, sags, or other surface imperfections. The Contractor shall draw neat glass lines and color breaks.
  - p. The Contractor shall apply primers and first coats by brush unless manufacturer's instructions permit use of mechanical applicators.
  - q. Mechanical Applications: No spray painting is allowed unless requested by the Contracting Officer's Representative.
  - r. Upon completion of painting, the Contractor shall clean the glass and paint-spattered surfaces. The Contractor shall remove spattered paint by washing, scraping or other proper methods, using care not to scratch or damage adjacent finished surfaces.
  - s. The Contractor shall remove temporary protective wrappings after completion of painting operations.

**1. Preparation:** Observe manufacturer's recommendations in regard to preparation of surfaces to receive paint and application of paint itself. Procedures shall include, but not necessarily be limited to, the following:

- a. Cleaning - Clean down and remove oil, grease and loose foreign matter, including, mold mildew, dirt and corrosion products, in a manner which causes neither undue damage to the substrate nor damage to, or contamination of, the surroundings or the paint system to be applied;
- b. Glossy Surfaces - Adequately scuff and/or solvent or chemically etch as appropriate to provide satisfactory adhesion for subsequent paint coats;
- c. Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and sand smooth, to ensure all coats finish smooth;
- d. Drying - Unless otherwise specified, ensure that surfaces are cured and dry before applying additional coats of paint;
- e. Generally - Remove weld spatter, slag, burrs, or any other objectionable surface irregularities. Remove any rust and apply rust primer;
- f. Apply an oil-based primer to any bare timber surfaces;
- g. Light sanding between coats.

1. Paint a 1m x 1m test patch of the nominated finished paint color for approval by the COR;

2. Paint Material - Use only premium quality lines from approved manufacturers such as the following:

Dulux Weathershield  
Solarguard

3. The paint should be formulated for waterfront exposure;

4. If using other than one of the above named products, the contractor shall note the name of the product they intend to use in their estimate. *No products containing lead shall be used on this project.*

5. Primers, sealers, undercoats - Ensure that primers, sealers and undercoats are suitable for the substrate and compatible with the finish coat and each other;

## **6. Paint Application**

a. Apply paint and related material with an undercoat plus two coats of selected finish color semi-gloss paint or with the number of coats specified in accordance with the manufacturer's recommendations. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer;

b. Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities;

c. Wet Paint Warning - Place notices and do not remove until paint is dry.

d. All balustrades, painted timber, and front entry doors and frames: Dulux “China White” or equivalent in semi-gloss;

e. All eaves and undersides of verandas: Dulux “China White” or equivalent in low sheen.

8. Repaint all fascias and soffits, windows, window frames, doors and doorframes.

10. Final paint will be applied in two coats and according to the manufacturer's instructions.

#### WORK AREA PROTECTION

Before painting in any section of the building, use plastic sheeting to protect finishes. Use masking tape wherever necessary to protect finished work or other surfaces liable to be damaged during painting.

#### TOUCH UP

Clean off marks, paint spots and stains throughout including on glass, restoring damaged surfaces to their original condition.

#### PAINT TYPES AND SPECIFICATIONS

Where Standard Specifications describe and define the standards required for specific materials, the materials used in the works shall conform to all applicable requirements of the relevant standard specification.

Use only premium quality lines from approved manufacturers. Use only unadulterated paint except as per manufacturer directions. Do not combine paints from different manufacturers. On clear timber finishes use only combinations of putty, stain and sealer recommended by the manufacturer of the topcoats. Use only the type and quantity of thinners recommended by the paint manufacturer.

Provide finish coats, which are compatible with prime and undercoat paints used. Provide barrier coats over incompatible primers or remove and reprime as required.

Do not apply paints when surrounding temperatures and the paint manufacturer exceeds humidity conditions beyond that recommended.

Do not store or mix paint in areas or on surfaces liable to damage.

#### SURFACE PREPARATIONS

Other maintenance tasks consist of prep, prime and paint exterior surfaces as the requirement. Prep work shall consist of power washing and miscellaneous wire brushing. All areas to be painted shall be pressure washed prior to being painted. Miscellaneous wire brushing shall be required, as needed, on chipped, flaked or cracked existing painted surfaces to ensure a smooth, seamless surface prior to painting. Exterior surfaces include, but are not limited to, exterior walls, footings, hangar doors, conduits, power panels, piping, flashing, gutters, downspouts, HVAC units and all related features. The contractor shall be responsible for providing protection of all government property relating to this contract. All painted surfaces should present a clean and even appearance with no evidence of poor workmanship. Finished paint surfaces shall be free from sags, wrinkles, drips and other defects or imperfections.

#### FILLING

All holes, cracks and marks should be repaired with fillers, sealant, putties or grouting cements as appropriate for the finishing system and substrate, and treat to achieve the required finish in accordance with industry standards before painting. Tint the filler to match substrate if the finish is transparent.

Walls should be wiped down as necessary before painting.

#### **WORKMANSHIP STANDARDS**

Care shall be taken to ensure that the base surfaces are properly prepared and that the materials are used correctly. Where other approved Codes of Practice are applicable, the workmanship and procedures described by the relevant Codes shall be regarded as the minimum standard acceptable.

Store and apply paint in accordance with the manufacturer's directions and the methods nominated in ASTM Paint standards for the painting of buildings" and Construction Standard Specification Section 09900 Painting. Use applicators and techniques best suited for the type of material being applied.

"Ridging" at roller overlaps shall not be permitted. Apply finish as heavily as possible without running to provide a uniform finish and color free from brush marks, hairs and other imperfections. Paint surfaces behind mobile equipment and furniture the same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture. Finish exterior painted doors on tops, bottoms and side edges the same as the exterior face.

Sand lightly between each successive coat as recommended by the paint manufacturer. Apply each coat of material at not less than the manufacturers recommended spreading rate.

#### **REMOVE HARDWARE**

Remove all hardware, hardware accessories and similar items in place and not to be painted or provide surface applied protection prior to surface preparation and painting operations. After completion reinstall all removed items

Exceptional care must be taken to assure tidiness of work. Suitable temporary covers, masking, drop sheets, drapes and/or barriers shall be provided and maintained effectively where necessary to protect finishes in surrounding areas that are not to be painted. These are to be removed when the protection is no longer required. Provide "Wet Paint" signs as required to protect newly painted surfaces. Carefully remove and reinstate paint splatters from adjacent surfaces.

Upon completion of the work all paint cans, other materials, containers, debris and protective coverings shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

#### **General**

1. All work is to comply with local and IBC building regulations.
2. The contractor will rectify any damage to all areas on completion of the works.
3. The contractor shall supply all materials and labor in order to complete the works.
4. All waste material to be taken from site and disposed of by the contractor.

5. Site is to remain tidy at all times and cleaned up on completion of works.
6. All work to be carried out in a workmanship like manner.
7. All Documentation regarding warranties, guarantees and instructional literature are to be handed to the COR.
8. All care must be taken to protect the carpet and furnishings within the property and drop sheets to be used at all times where necessary.
9. Any variations are to be priced and approved in writing by the Contracting officer before proceeding with the work.
10. All measurements are to be confirmed by the contractor on site.

NOTE: Any damage caused by the Contractor or his contractors is to be made good at the Contractor's expense.

### **CONTRACTOR PROVISIONS**

The Contractor shall supply everything necessary for the execution and completion of the work including paint, brushes, rollers, drop sheets, sandpaper, fillers, sealants, scrapers, thinners, tints, color charts, masking tape and material, ladders and scaffolding. Site preparation and installation performance shall be in accordance with Australian and ACT building codes and standards

### **WORK SAFETY**

Contractor shall at its own expense, protect its employees and all other persons from risk of death, injury or bodily harm arising from or in any way related to the work. Contractor shall fully comply with all laws, orders, citations, rules, regulations, standards and statutes concerning occupational health and safety, accident prevention, safety equipment and practices, including, but not limited to federal and state OSHA regulations. Contractor shall provide the COR with the contact person responsible for contractor safety compliance. Contractor shall conduct daily inspections to determine that safe working conditions and equipment exist and safe practices are observed, and accepts sole responsibility for providing a safe work place for its employees and all subcontractors and material suppliers. Contractor shall immediately notify the COR *of any unsafe conditions or practices observed on the work site. The Contractor shall immediately notify the COR* of any job related accidents or injuries on the work site.

### **OCCUPANCY OF PREMISES**

Before work is started the contractor shall arrange with the Contracting Officer's representative a sequence of procedures, means of access, and space for storage of materials and equipment.

### **WORKING HOURS**

Working hours are from 8am to 5pm Monday through Friday. Request to work outside normal Embassy working hours shall require seven days advance notice and written approval from the contracting officer.

### **SITE PREPARATION AND CLEANING UP**

The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, the Contractor shall remove

from the premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the Government. Unsightly materials and debris including excess soil, garbage, and equipment should be removed as required; while materials should be scheduled for delivery only as required for immediate use.