Scope of Work
Install security film in multiple residences.
Date: February 2, 2022
Revision: Initial Release
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Work to Comply with Local Codes
- All work to be in compliance with all local Icelandic Construction, Painting, Electrical Safety Codes and Standards.

General Embassy Rules
- Cell phones and electronic devices are only allowed as necessary to complete the work or maintain normal business activities. Please inform us of your needs so that we can make arrangements for bringing those required items on compound.
- No weapons are allowed on compound.
- All personnel entering the embassy to be clothed in a manner representative of their trade. All workers must have protective clothing providing for full leg and foot coverage.
- Smoking is allowed outside of the buildings only in designated areas.
- Embassy prohibits the use of alcohol and drugs on the premises and will not allow access to anyone suspected of being under the influence of any mind or performance altering substances.
- The Embassy reserves the right to prohibit access to any person.

Work Hours / Access to the Embassy
All work to be performed during the hours of 08:30 to 16:30 Monday thru Friday excepting US and Icelandic holidays. Exceptions by written approval only.

Quotations
a. All quotations to be provided at the contractor’s risk. The USG does not pay for quotations and does not guarantee that a contract (purchase order) will be awarded. Every effort is made by the Embassy to only solicit offers where there is a real possibility of pursuing a project.
b. Quotations will only be evaluated if they provide either a firm fixed price for a product or service or if they provide for completion of a service under time and materials with an estimate for the materials including a specified material markup rate and a total estimated labor hours with a fixed hourly labor rate.
c. The contractor is expected to supply all materials, tools and labor required to complete the project in a “turn-key” (fully completed and ready to operate) manner. The quotation must clearly specify if the Embassy is required to provide tools, materials or labor of any kind.

Warranty / Guarantee:
The quotation must clearly state the Warranty period, what is warranted and any warranty conditions.

Completion Schedule / Time Frame
The quotation must clearly state the estimated completion schedule based on the receipt of purchase order or notice to proceed.

Award of Contract
If the Embassy awards work, a Purchase Order will be issued to the lowest cost technically acceptable bid in the form of a firm fixed price or on a time and material basis specifying estimated material cost with material markup rate, estimated labor hours with a set price per labor hour and a fixed not to exceed total cost.
**Installation security film – Description of Work**

**Preparation,**

- Use construction tape barriers and signs to clearly identify areas that are being worked on to alert people and prevent people from entering dangerous areas. Mask off, tarp, tape and otherwise protect the surrounding area from dust, paint drips and spills, dirt, and debris from the repairing activities. The tape, tarp and protective materials are to be clean to not cause damage to the residences.

- All ladders, tools, and safety equipment to be in good operating condition, clean and used in a manner to prevent damage to floors, walls etc.

- Install safety film in all windows in 12 residences.
  - 4 residences approximately 6 m2 or less each,
  - 1 residence approximately 7-10 m2,
  - 5 residences 10-15 m2 each,
  - 2 residences 15-20 m2 each.

Working schedule will be worked out in cooperation with the vendor, for each house, after the award.

- The price should be provided in material per square meter and hourly rate for installation. Price should include all materials, overhead, transportation, insurances, and fees, needed to complete the installation, including VAT.

- Material to be used: PET 200 Microns, applied to the inside.
  - Fire rating: B-S1, DO

- Remove / dispose of any garbage, tape, tarp, and debris caused by the installation in accordance with local regulations for the disposal of items.

- Fully clean all work areas.

Please submit the quotation by 16:00 hours on February 15th via email to: sveinssonk@state.gov