

Statement of Work Kitchen Exhaust Hood

1 INTRODUCTION

- 1.1 The U.S. Consulate in Toronto is sending out Requests for Quotations (RFQ) to obtain pricing and detailed specifications for the installation of a replacement kitchen exhaust hood.
- 1.2 The work is located at 152 Warren Road, Toronto. All inspections shall be requested through the Consulates facility maintenance supervisor and Contracting Officer Representative [COR].
- 1.3 Work shall be completed as expeditiously as possible. The residence shall be occupied during the execution of this contract. The contractor shall coordinate with the Contracting Officer for work phasing and job sequencing for the commencing and completing of Work. Contractor shall submit a Work phasing plan with a construction schedule for review and approval prior to commencement of work at the site.

2 GENERAL REQUIREMENTS

- 2.1 The Contractor shall attend a site survey meeting and provide a list of construction personnel and all necessary equipment, materials, tools and supervision required to complete the services that meet the Work requirements in this Statement of Work [SOW]. It is expected that the Contractor shall partner closely with the CO, COR, Facility Manager and onsite Facility personnel.
- 2.2 Work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period. The Contractor shall start work within ten days from Notice to Proceed and 100% complete the onsite work for this project, including cleanup, within 30 days from the Notice to Proceed (NTP).
- 2.3 The contractor shall have limited access to and shall not be admitted into any structure outside the areas designated for the proposed Work except with permission by the COR and the facility manager. The contractor shall address and report the impact of Work disruptions and associated consequences. The contractor shall provide for a continuing level of operation, which will allow for continuous occupation and operations of the residence during construction.
- 2.4 The contractor shall be required to prepare and submit reports, bill of materials, product literature, specifications, quality control, installation schedules and a safety plan. These documents shall provide the necessary interfaces, coordination, and communication

between the Consulate and Contractor for the delivery of a completed and successful Statement of Work.

2.4.1 Provide a Gantt chart showing quality control and work schedule.

3 GOVERNMENT MATERIAL

3.1 The Consulate will not supply any labor, material or equipment for this project. The Consulate will not be responsible to clean up after the contractor from start of project to completion.

4 CONTRACT ADMINISTRATION

4.1 The Contractor shall not conduct any work that is beyond this Statement of Work unless directed in writing by the Contracting Officer [CO]. Any work done by the Contractor beyond this SOW without direction from the CO will be at the Contractor's own risk and at no cost to the Consulate.

4.2 The Contracting Officer shall provide a Notice to Proceed [NTP] to the Contractor. No work shall be initiated until the NTP is issued by the CO.

4.3 The Contracting Officer may designate more than one individual to serve as the Contracting Officer's Representative [COR]. The Contractor will be furnished evidence of COR appointments, including explicit authority delegated to each COR and their responsibilities.

4.4 The Consulate does not make any recommendations or warranties of any kind either expressed or implied, as to the quality, level of completion, accuracy, extent of compliance with the standards, codes and requirements described or referred to in this SOW. It is the responsibility of the contractor to adhere to and obtain any required documentation and or approvals, for example pre-construction utility locates and permits.

4.5 The Consulate's review, approval, or acceptance of, or payment for the services required under this contract shall be construed to operate 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.

4.6 The Consulate has the right to perform inspection, of the work at any time during the term of the contract. The Office of Overseas Buildings may perform quality assurance inspections [QAI] during construction to confirm the work is installed according to the SOW.

4.7 The Contracting Officer 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 Consulate requires time for official functions or is in possession of specific credible information indicating that the lives of Consulate personnel are immediately threatened, and that the execution of the project will increase the Consulate's vulnerability. The CO or COR shall promptly notify the Contractor that work has been stopped and notify the Contractor when work can begin again.

4.8 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 Consulate may by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Consulate that is directly related to the performance of such service or terminate the contract for default.

4.9 The Consulate has the right to terminate this contract of convenience at any time in whole, or in part, if the Contracting Officer determines it is in the interest of the Consulate.

5 RESPONSIBILITY OF THE CONTRACTOR

5.1 The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all construction and other services furnished under this contract. The Contractor is responsible to do field measurements of distance, clearance and grades prior to demolition and during the construction of the kitchen exhaust hood. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its construction and other services.

5.2 The Contractor shall identify a Site Manager who shall be responsible for the overall management of the water line repair and shall represent the Contractor on the site during construction. The Site Manager shall be approved by the COR. The Site Manager must have a copy of the contract and be familiar with all aspects of the project contract.

5.3 The Site Manager shall attend all meetings, prepare weekly Status Reports on the kitchen exhaust hood repair and submit them to the COR. Status Reports shall contain meeting minutes, accomplishments, milestones and deadlines, arising concerns and proposed solutions, any proposed change orders, and any other pertinent information required to report the progress of performance. The Site Manager shall ensure that the site and work area are free of construction garbage, debris and litter daily before leaving at the end of each workday. The Site Manager shall be responsible to ensure employees and or other contractors conduct themselves in a respectful manner when on site.

- 5.4 All documentation produced for this project will become the ownership of the Consulate at the completion of this project.
- 5.5 The Contractor shall verify that all materials, equipment, and systems provide operational dependability. The Contractor assures the completed construction shall be easily maintained or replaced with readily available materials and services.
- 5.6 Any cost associated with services subcontracted by the Contractor shall be borne by and be the complete responsibility of the Contractor under the fixed price of this contract.
- 5.7 The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety and similar matters. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.
- 5.8 The Contractor shall be and remain liable to the Consulate in accordance with applicable law for all damages to the Consulate caused by the Contractor's negligent performance of any of the services furnished under this contract. The rights and remedies for the Consulate provided for under this contract are in addition to any other rights and remedies provided by law.

6 PRE-CONSTRUCTION REQUIREMENTS

- 6.1 The Contractor shall examine the contract and all documentation as well as visit the site to fully inform themselves of all the conditions and limitations applied to the work. The Contractor will submit a firm fixed price cost proposal for all the scope of work. No subsequent cost allowance will be made to the Contractor for neglect of the existing conditions, failure to examine all documentation and field verifying all measurements, distances, clearances and grades.
- 6.2 Provide a statement that the Contractor's company and all personnel are experienced in performing this type or like type and scope required for the work.
- 6.3 The Contractor shall prepare and submit a Quality Control Schedule [QCS] and Project Safety Plan [PSP] to address the project. The QCS and PSP are intended to document the entire project from beginning to end.
- 6.4 Submit a copy of a Contractor's Installation Guarantee covering the work, labor and equipment for a period of TWO [2] year at no cost to the Consulate signed by the Contractor.

6.5 Submit a Bill of Materials [BOM], product literature, samples and standard specification submittals of all materials to be used in the project provided by the contractor. The BOM's shall list the equipment and materials in enough detail that a purchase order for the materials and equipment can be executed without further elaboration or specifications. These documents will be used by the Consulate to approve all equipment and materials.

7 WORK REQUIREMENTS

7.1 No work shall begin until approvals of the Submittals are accepted by the COR. As this is a residential area, workday hours of operation must be submitted and approved by COR.

7.1.1 The Contractor shall schedule all work during the weekdays, Monday through Friday, between the hours of 10am and 4pm.

7.1.1.1 Local Bylaw restrictions shall be followed.

7.1.1.2 If after regular working hours are required, the contractor shall submit a request 24 hours ahead of time for approval.

7.1.1.3 Schedule work to avoid interruptions to normal operations of the residence. Disruptive work shall be scheduled and coordinated with the Contracting Officer and/or the Contracting Officer's Representative.

7.2 The Contractor shall be responsible for all required materials, equipment and personnel to manage, administer, and supervise the water line repair. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.

7.3 The Contractor shall transport and safeguard all materials and equipment required for construction.

7.4 . The contractor will be responsible for security of all materials and equipment.

7.5 Receipt Of Materials - Shipment of equipment, materials, and supplies shall be addressed to the Contractor - not the Consulate. The Contractor must be on hand to accept shipments; the Consulate will not accept shipments.

7.6 The Contractor will be provided with a storage and staging area as determined by the COR. The Contractor shall be responsible for restoring the area to its original condition at the completion of the work. The Contractor shall be responsible for repair of any damage incurred to buildings, landscaping or hardscape paved surfaces as a result of storage activities. The Contractor is responsible for obtaining any additional off compound storage areas as required since space and parking is very limited on site.

7.7 The Contractor shall always keep the work area free from accumulation of waste materials. Upon completing construction, the Contractor shall remove all temporary facilities and leave

the project site in a clean and orderly condition acceptable to the COR. COR will conduct a final walkthrough of the site with Contractor prior to signing off on job completion.

- 7.8 The Contractor shall perform the work at the site during the Consulate's normal workday hours, unless agreed upon with the COR. Refer to 7.1 for further details.
- 7.9 The Contractor shall be responsible for connection of temporary utilities to existing utilities including water and power lines. All temporary connections to local water and power lines shall be coordinated with the COR. The Contractor shall pay all costs incurred in connecting, converting, and transferring the utilities to the work. The Contractor shall be responsible for making connections, providing back flow preventer devices on connections to domestic water lines, providing transformers, and for disconnections. Contractor is responsible to obtaining all necessary locates and or permits.
- 7.10 At the end of each workday, or notification of a temporary stop order, the Contractor shall install temporary barricade. Beginning the next workday, the contractor shall remove the temporary barricades before continuing the project.
- 7.11 Storm Protection - Should warnings of wind of gale force or stronger be issued, the Contractor shall take every precaution to minimize danger to people, the work and adjacent properties. Precautions shall include, but are not limited to, closing all openings, removing all loose materials, tools and equipment from exposed locations, and other temporary work. The contractor shall be responsible to reinstate and disturbance or damage to adjacent properties at their own cost.
- 7.12 Cleanup - The Contractor shall keep the work area, including storage areas, free from accumulations of waste materials daily and comply with all national, provincial and local regulations pertaining to the storage, transport and disposal of wastes. The Contractor shall not use Consulate waste disposal facilities including garbage cans, trash piles or dumpsters.
- 7.13 Landscape Restoration – All unpaved areas disturbed and or damaged during construction including irrigation shall be reinstated to pre-construction condition using quality irrigation parts, topsoil and sod as approved by the COR. Any landscape plants (trees, shrubs, annuals or perennials) killed or damaged by construction activities shall be replaced with same species and size when applicable and must be approved by the COR.

8 SPECIFICATION

Work shall include the installation of a kitchen exhaust hood

Project time schedule shall be prepared in consideration with the occupant of the residence.

8.2 The Contractor shall:

1. Make site visit to determine exact size of range hood required.
2. Remove and dispose of current range hood.
3. Install new exhaust hood per building code and manufacture code. This includes all duct work and electrical works.
4. Contractor must supply kitchen exhaust specifications (spec sheet).

8.3 Exhaust hood (minimum specifications)

1. Stainless steel wall mount grease exhaust hood built to NFPA96 standards All surfaces constructed of solid 18 gauge stainless steel 430 #4 Finish.
2. Minimum dimension must be Length: 72" x Depth: 42".
3. The hood should be installed 6' 6" (1,981 mm) from the floor.
4. Washable baffle filters.
5. All visible welded joints are polished to match original finish. To meet NFPA- 96 requirements.
6. A clearance of 3" (76 mm) is required when the hood is in contact with semi combustibile materials. As per NFPA-96 standards, a stainless-steel spacer will be required.
7. The space between the top of the hood and the ceiling must be closed with stainless steel panels in the same finish as the hood or provide any recommendations.
8. Exhaust must be a minimum of 1800 CFM or manufactures specification
9. Make-up air 1500 CFM or manufactures specification
10. L.E.D. lighting.
11. Provide, procure, install, and test a Type 1 Commercial Kitchen Exhaust Hood System that shall be mounted over the cooking stove and shall be designed to exhaust all smoke and gases coming from the cooking stove. The hood shall be equipped with grease removal devices with washable filters, and lighting to illuminate the surface of the cooking area below it. Include a fully welded exhaust duct system, and an automatic fire extinguishing system.
12. The contractor shall equip the exhaust system with an easily accessible and maintained grease capture and removal mechanism.
13. Provide a schedule for the Type 1 exhaust hood, hood manufacturer and model number, hood length and width, cfm ratings, and hood collar static pressure loss.
14. The hood must be listed by a nationally recognized testing laboratory (U.L., ETL, etc.). Provide the following listing information on plans: online U.L. listing card/file and identify specific criteria for the system: model number, minimum exhaust cfm, maximum supply cfm, and maximum cooking surface temperature.
15. Ensure proper placement of the cooking equipment per manufacturers recommendations.
16. Show a scaled cross section of the hood canopy overhang and the vertical distance between the front lower lip of the hood and the top of the appliance.

17. Show a scaled full height cross section of the hood with exhaust and supply duct systems. Show mounting height above finish floor. Include noncombustible hood mounting supports.
18. Show new and existing cooking equipment layout. Identify fuel or electrical power supply for all equipment whether new, existing, or not in contract. Show electric shunt trip and gas solenoid shut off valve.
19. Provide a kitchen area supply and exhaust air balancing schedule verifying that the total outdoor air supplied equals the volume removed.
20. The fan shall be activated by a wall mounted control switch located within four feet distance of the kitchen hood.

21. Exhaust and Supply Fan

- The contractor shall penetrate the exterior of the building and install a marine grade stainless steel (SS 316 or better) exhaust cover. The cover is to be approved by the Contracting Officer's Representative, and the wall penetration shall be in accordance with the requirements of the COR.
- Provide a schedule for the cooking hood exhaust and supply fans manufacturer, model numbers, cfm ratings and fan static pressure ratings. The exhaust fan must be listed for greasy atmosphere by a nationally recognized testing laboratory (U.L., etc.).

22. Exhaust outlets

- Exhaust outlets shall terminate through exterior where the discharge is >3m from any intake and does not create a public nuisance or a fire hazard.
- Exhaust fans must be positioned so that the discharge does not impinge on the roof, other equipment, or appliance, or parts of the structure.

23. Fully Welded Exhaust Duct System

- The contractor shall install exhaust ducting from the wall penetration through the ceiling to the location of the kitchen cooking range. The contractor shall make any required modifications to the ceiling at the conclusion of the ceiling work.
- Provide a table of static pressure losses for the elements of the exhaust duct system: collar, straight segments, and any change of direction.
- Exhaust ducts must be designed and sized to provide the manufacturer's recommended air velocity.
- Grease duct systems and exhaust equipment serving a kitchen hood must have a clearance to combustible construction. Provide a scaled detail showing the necessary clearances for the exhaust duct system.
- All sections of the grease exhaust duct system must be meet fire rated construction and installed so that grease cannot collect in any portion of the duct.
- Ducts exposed to the outside atmosphere must be protected against corrosion in an approved manner.
- Ducts exposed to the outside atmosphere must be protected against corrosion in an approved manner.

- Fire resistance rated access openings through the rated shaft must be provided at grease duct cleanouts. Any portion of grease duct having sections not provided with access from the duct entry or discharge must be provided with cleanout openings. Show locations. Provide and install grease drains.

9 WARRANTY

9.1 Provide a two years warranty, in writing, on materials and workmanship, from the date of project completion.

9.2 Provide manufacturer's warranty on all materials used to complete this project.

10 CRITERIA

10.1 The Contractor's work shall be in accordance with U.S. and local codes and standards.

11 DELIVERABLE SCHEDULE

11.1 The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the period specified.

11.2 Milestones:

- | | |
|--|--------------------------------|
| a. Contractor Pre-Proposal Site Visit | [provide date] |
| b. Pre-Construction Submittals | 10 days after site visit |
| c. Cost & Technical (Submittals) Proposal | [provide date] |
| d. Consulate RFQ and submittal Review | 20 days |
| e. Award of Contract & Notice to Proceed | [provide date] |
| f. Kick-off Meeting | within 10 calendar days of NTP |
| g. Site mobilization and beginning of work | within 15 calendar days of NTP |
| h. Submit Bill of Materials | within 15 calendar days of NTP |
| i. On site Construction and completion of work | within 30 calendar days of NTP |
| j. Submit Material and Service Warranty | Before final payment |
| k. Final Acceptance by Consulate | Completion of punch list |

12 PROJECT SECURITY

12.1 The work to be performed under this contract requires that the Contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the

Consulate. Information submitted by the Contractor will not be disclosed beyond the Consulate.

12.2 The contractor is required to submit completed "AUTHORITY FOR RELEASE OF INFORMATION – GOVERNMENT OF CANADA" forms for all workers and sub-contractors assigned to the project prior to commencing work, in order to have a security clearance performed. Blank form is attached. Contractors will also be required to submit vehicle information on all assigned vehicles prior to commencing work.

12.3 The Contractor shall submit this information including construction vehicle requirements within 10 calendar days of the Notice to Proceed.

END OF STATEMENT OF WORK