



U.S. EMBASSY Tbilisi, Georgia

## **SCOPE OF WORK**

Project

### **US EMBASSY RESIDENCE - 36 GEORGIAN AMERICAN NEIGHBORHOOD DOORS AND WINDOWS REPLACEMENT PROJECT 2026**

Location

Tbilisi,  
GEORGIA

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## A. GENERAL REQUIREMENT

The U.S Embassy Tbilisi would like to Replace the existing (u)PVC windows and sliding doors in 36 Georgian American Neighborhood with new aluminum Ones.

Work is to be performed at Villa 7 - Tbilisi, Georgia, 36 Georgian American Neighborhood.

## B. SCOPE OF WORK

### 1. Project Description

This scope of work covers the removal of existing (u)PVC doors and windows and the supply and installation of new aluminum tilt and turn doors and windows with same/matching color to existing one at the villa. All work shall be executed from the interior side of the building. The work should be planned in such a way that after dismantling a door or window, a new one can be installed on the same day and no open wall is left at the end of the day. The delivery of the works services must be made within 30 working days from the date of accurate measurements (for manufacturing/supply).

### 2. Deinstallation of Existing Units

- Carefully dismantle and remove all existing (u)PVC doors and windows from inside the building.
- Ensure no damage is caused to surrounding walls, finishes, or structural elements during removal.
- Place all removed uPVC units in the designated yard area of the villa as directed by the Client.
- Maintain cleanliness and safety throughout the removal process.

### 3. Pre-Installation Conditions

- Door and window openings will be pre-demolished and prepared by another contractor to expose existing mounting points.
- The contractor shall verify all opening dimensions and site conditions prior to installation.
- The contractor must take accurate measurements before manufacturing/Supply doors and windows.
- Any discrepancies shall be reported immediately before proceeding.

### 4. Supply of Aluminum Doors and Windows

The contractor shall supply and install tilt and turn aluminum doors and windows meeting the following minimum specifications:

- **Aluminum Profile:**
  - Minimum profile width: 55 mm
  - Minimum wall thickness: 1.5 mm
  - Origin: Turkish aluminum profile
  - Finish/Color: Same/Matching to existing (u)PVC - Wood texture color
- **Thermal Insulation:**
  - Polyamide thermal break for enhanced thermal performance
- **Glazing:**
  - US Glass-Packet: 6 mm + 12 mm air gap + 6 mm
  - Energy-efficient glass
- **Hardware & Fittings:**
  - High-quality German adjustable fittings and mechanisms
- **Manufacturing Standards:**
  - Fabrication and assembly in compliance with applicable European standards

### 5. Installation of New Aluminum Units

- Install all aluminum doors and windows from inside the building.
- Use **special mounting anchors** to ensure structural stability, alignment, and long-term performance.

- Apply **high-quality mounting foam** to all joints and gaps to ensure:
  - Airtightness
  - Watertightness
  - Thermal insulation
- Ensure proper leveling, alignment, and smooth operation of all installed units.
- Maintain integrity and hermetic sealing of the installed systems.

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#### 6. Quality Requirements

- All materials shall be new, defect-free, and of high quality.
- Installation shall follow best industry practices and manufacturer recommendations.
- Ensure durability, proper sealing, and resistance to environmental conditions.

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#### 7. Cleaning and Handover

- Remove all debris and waste materials generated during work.
- Clean installed units (frames and glass) prior to handover.
- Deliver a fully functional and ready-to-use installation.

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#### 8. Contractor Responsibilities

- Site measurements and coordination with other contractors.
- Protection of existing finishes during execution.
- Compliance with safety standards and regulations.
- Provision of all labor, tools, equipment, and materials required to complete the work.

#### 9. Reference Drawings and Quantities

The following Approximate drawings form an integral part of this Scope of Work (APPENDIX #3), with corresponding quantities:

- Drawing #1 - 1 pc.
- Drawing #2 - 2 pc.
- Drawing #3 - 1 pc.
- Drawing #4 - 5 pc.
- Drawing #5 - 1 pc.
- Drawing #6 - 2 pc.
- Drawing #7 - 1 pc.
- Drawing #8 - 2 pc.
- Drawing #9 - 1 pc.
- Drawing #10 - 1 pc.
- Drawing #11 - 1 pc.
- Drawing #12 - 2 pc.
- Drawing #13 - 1 pc.
- Drawing #14 - 1 pc.
- Drawing #15 - 1 pc. (Sliding Door)
- Drawing #16 - 1 pc. (Sliding Door)
- Drawing #17 - 1 pc. (Sliding Door)

**C. PRICING**

Description	Quantity	Unit Price	Total Price
Deinstallation and Placement of Existing Units	1 sum.	_____	_____
Supply of Aluminum Doors and Windows	1 sum.	_____	_____
Installation of New Aluminum Units	1 sum.	_____	_____
Total Contract Price: _____			

**D. ADMINISTRATION****Contracting Officer's Representative (COR):**

All work will be performed to the satisfaction of the Contracting Officer's Representative or COR.

**Authorized Representative:**

The Embassy and the Contractor shall, during the award of the contract, designate authorized representative as mentioned below. Any changes in the authorized representative must be submitted in writing.

**Co-operation and Making Good:**

Contractor will submit an investigation/construction program in writing to the COR at least twenty (20) days prior to commencing work. The program should show the sequence of work and the periods within the various stages of the work.

The Contractor shall perform the work within minimal disturbance to the building occupants, and the normal services and operation of the Embassy shall not be obstructed by the Contractor's work.

All work shall be equal in kind, quality, and finish to that expected for high quality international standards.

Where the work affects occupied portions of a building, the Contractor shall ensure continuity of building operations and necessary access for personnel and vehicles.

**Security Requirements and Procedures for Contractors:**

Contractors who require access to any of the Embassy offices or facilities are required to comply with the following security procedures:

Coordinate with RSO to have all workers that require full time escorted access to the Embassy facilities. All workers must bring a valid identification card to gain access. Thus, it is important to have contract workers report as early as possible to the compound to start the process.

Notify RSO of all trucks or vehicles that will require access to the Embassy for the duration of contract work. Include vehicle model, make, color, year and license plate number. Notify RSO at least 36 hours in advance regarding any non-routine or new vehicular access requests while construction is underway.

To comply with the security requirements and procedures, the Contractor must be escorted by guard(s) or other personnel with escort privileges at all times. Escort will be determined by the RSO depending on the number of contract personnel, areas of construction, and other considerations.

**Meetings:**

The Embassy or the Contractor may request a meeting (either on-site or off-site) to clarify any part of this contract. The project manager, Contractor's superintendent, COR, and other required persons will normally attend.

The Contractor will keep minutes of every meeting and provide written copies (within two working days) to the COR for approval.

**Project Schedules:**

Format:

- Prepare schedules as horizontal bar chart with separate bar for each major portion of Work or operation, identifying first workday of each week.
- Sequence of Listing: Chronological order of start of each item of work.
- Scale and Spacing: To provide space for notations and revisions.

**Content:**

- Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- Identify each item by Specification Section number.
- Provide sub-schedules for each stage of work.
- Provide sub-schedules to define critical portions of entire Schedule.
- Coordinate content with Schedule of Values.
- Submit schedule allowing for a 15-day review prior to commencing.

**Revision to Schedules:**

- Indicate progress of each activity to date of submittal and projected completion date of each activity.
- Identify activities modified since previous submittal, major changes in scope, and other changes.
- Provide narrative report to define problem areas, anticipated delays, and impact on schedule. Report corrective action taken, or proposed, and its effect.

**Submittals:**

- Submit initial schedules within fifteen (15) work days after date of Notice to Proceed. After review, submit revised data within ten (10) work days.
- Submit revised Progress Schedules with each Application for Payment.

**Distribution:**

- Distribute copies of reviewed Schedules to project site file, sub-Contractors, suppliers, and other concerned parties.
- Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in Schedules.

**Access to the work site:**

The Contractor shall permit the Facility Manager and COR or any officer authorized by the COR to have access to the work at all times during the execution of work.

The Contractor superintendent shall meet daily with the COR (unless waived by the COR) to review progress and plans

**Power Supply, Water and temporary services:**

The Embassy will supply free of charge temporary power and water for construction proposes. The Contractor is responsible for furnishing and installing temporary services.

- The electricity supply is located at: (to be discussed during the site survey)
- The water supply (non-potable) is located at: nearest water outlet(s) (to be discussed during the site survey)
- The water supply (potable) is located at: nearest potable water station (to be discussed during the site survey)
- The Temporary storage area is located at: nearest storage area (to be discussed during the site survey)

**Temporary ladders, scaffolds, hoists:**

Furnish and maintain temporary ramps, scaffolds, or hoists as required for proper execution of work. Such apparatus, equipment, and construction shall meet requirement of applicable local safety and labor laws.

**Safety:**

- Welding and use of open flames in or adjacent to the Embassy properties requires approval from the Facility Manager (or supervisor). Use of explosive actuated fastening devices shall not be used without the prior permission of the Facility Manager.
- Observe and enforce all construction safety measures required by the Georgian Labor Code, Local Building Codes, Workers Compensation Board, Municipal Statutes and Authorities. When conflict arises, the code or statute, which is more stringent, shall apply.
- If any personnel are injured, the Contractor has sole responsible for such injury.
- Powered equipment must be in good condition. Electrical and other utility connections must be properly made. Extension cords will be heavy-duty type suitable for the load involved.

**Quality Control:**

Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce work of specified quality.

Examine each phase of work and have defective conditions corrected before starting subsequent operations, which include cover, or are dependent upon, work in question.

Utilize qualified personnel who have experience with the specified works to produce workmanship of specified quality. The Contractor personnel responsible for the project must qualify.

The Contractor shall apply technical knowledge and specific equipment/tools for related work in the contract.

**Temporary Fire Protection:**

- During construction, the Contractor shall comply with fire safety practices as outlined in NFPA and local fire protection codes, and in addition:
- The Embassy requires portable fire extinguishers (stored pressure type, UL fire rating 10A:60B:C) to be readily available at all work sites during entire installation period.
- The Contractor is responsible for properly deploying the fire extinguishers to each work area occupied by the Contractor e.g. welding site, temporary structure, construction office, storage, tool, and workshop sheds. Proper deployment includes advising the COR on the number of fire extinguishers, transport to and from warehouse and work sites, worker training how to operate the fire extinguisher, etc.
- Contractor's superintendent or other assistant superintendents shall be appointed as project fire warden for entire construction period.

**Building Codes:**

Perform all work in accordance with the Building Codes of US, (Electrical, Plumbing, and all other codes that pertain to trades involved in this specification). No standard shall be reduced without written permission from the CO or COR.

**Sub Contractor:**

The awarded Contractor shall not assign to this contract, or any part of it, without the written permission of the CO.

No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the Embassy or the Contracting Officer.

**Working Hours:**

The contractor shall be bound by religious and national holidays of common local observance. The Administrative Notice issued by the Embassy showing holidays is attached in Section F, APPENDIX. The Contractor shall also be bound by the working hours customarily observed by the Embassy (09:00-18:00 hours from Monday thru Friday) of each week unless permitted by the COR.



Security regulations require a photocopy of the Georgian ID card for each worker to be submitted to the COR one (1) week in advance. Workers must have same ID cards to enter the compound.

Security and Health conditions require contractors to complete a COVID 19 questionnaire before entering the compound and must be in good health.

Security regulations require vehicle make type, color and license number for vehicles to enter the compound daily to be submitted to the COR 36 hours in advance.

All work performed will be under the observation of the COR. The COR will normally assign an escort to observe the day to day activities of the Contractor. Working hours must be approved at least two working days in advance to ensure the availability of the required escort.

**Communications:**

Where any notice, request, direction, or other communications is required, it shall be in writing. It shall be delivered in person, sent by registered mail, or sent by email to the COR.

Utility interruptions (gas, water, and electrical) require written notice one (1) week in advance.

**Storage and Handling Materials/Equipment/Tools:**

Special care should be given to handling and storing materials/equipment/tools. The ownership of the items is passed from the Contractor only upon acceptance by the COR. Equipment/tools not accepted by the COR is the Contractor's sole responsibility.

**Protection:**

The Contractor shall protect the work as its proceeds, protect the area, which is next to the construction, and protect the materials and components from damage and deterioration. Special consideration should be given to protecting sensitive areas such as hallways, entrances, walls, floors, and carpets areas from dust and construction activities.

The Contractor shall provide barricades as required to protect natural resources, site improvements, existing property, adjacent property, and personnel.

Where pedestrian traffic is through or adjacent to work area, the Contractor shall provide necessary guardrails and barricades to protect pedestrians and to prevent pedestrian access to work areas.

Remove guardrails and barricades at completion of construction.

The Contractor shall submit proposed plan and details of staging area.

**Unsuitable Workers:**

Upon the request of the COR, the Contractor shall remove any person employed by him who, in the opinion of the COR, is incompetent or has conducted himself improperly. The Contractor shall not permit a person who has been removed to return to the work site.

**Contractor's Liability:**

The Contractor must have complete insurance coverage for any injuries or damages that may occur during the construction period.

**Final Completion:**

After completion of the work, the Contractor shall make an appointment with COR for inspection and final acceptance with the signature of COR. The work site and related areas must be in a clean and tidy condition.

## E. SUBMITTALS

### General:

For each part of work Specified in this Scope of Work, submit the following as applicable, in accordance with Contract Clauses and Conditions.

- The Contractor must include written specifications for the materials and a sample of each material (as required) along with his/her quotation.

### Samples:

Submit physical examples to illustrate materials and workmanship; and to establish standards by which completed work is judged, if requested.

### Contractor Responsibilities:

- Review shop drawings, material data, and samples prior to submission. Initial, sign, or stamp, certifying the Contractor's review of the submittal.
- Verify:
  - Field measurements.
  - Field construction criteria.
  - Catalog numbers and similar data.
- Coordinate each submittal with requirements of work and Contract Documents.
- Contractor's responsibility for errors and omissions in submittals is not relieved by COR review of submittals.
- Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by the COR's review of submittals, unless COR gives written acceptance of specific deviations.
- Notify COR, in writing at time of submission, of deviations in submittals from requirements of Contract Documents.
- Begin no work, which requires submittals until return of submittals with COR's stamp and initials or signature indicating review and indication to proceed as noted. Work performed prior to submission and approval of submittals may be subject for rejection.
- Distribute copies after COR's approval.
- Provide submittal information data in English and dimensions in both Metric and English units.

### Submission Requirements:

- Schedule submissions to the COR immediately after Contract award.
- Submit three (3) copies of submittals (minimum).
- Submit three (or to be notified) of each sample requested.
- Accompany submittals with transmittal letter containing:
  - Date
  - Project title and number
  - Contractor's name and address
  - The number of each submittal
  - Notification of deviations from Contract Documents
- Provide each set of submittals bound together with a Cover and Table of Contents.

### Re-Submission Requirements:

- Provide adequate information; submit formal letter(s) and/or reason(s) for deviation.
- Product Data and Samples: Submit new data and samples as required for initial submittal.
- Shop Drawings.
- Revise initial drawings as required and re-submit as specified for initial submittal.
- Indicate on drawings any changes which have been made other than those requested by the Embassy.

### ➤ DETAIL OF WORK

The above constitutes are general Scope of Work, and the general requirement of the project. The following is applicable information to provide the most workable details and materials requirement of the project to the Contractor.

- With reference to the attached drawings, US Embassy Villa 7 Exterior Drawing, Tbilisi, Georgia, the following is index of drawings (APPENDIX #2):

Drawing #1 Villa 7 Exterior 1

Drawing #2 Villa 7 Exterior 2

Drawing #3 Villa 7 Exterior 3

Drawing #4 Villa 7 Exterior 4

- With reference to the attached Approximate drawings, US Embassy Villa 7 Doors and Windows types of Drawings, Tbilisi, Georgia, the following is index of Approximate drawings (APPENDIX #3):

Drawing #1

Drawing #2

Drawing #3

Drawing #4

Drawing #5

Drawing #6

Drawing #7

Drawing #8

Drawing #9

Drawing #10

Drawing #11

Drawing #12

Drawing #13

Drawing #14

Drawing #15

Drawing #16

Drawing #17

**APPENDIX #1**

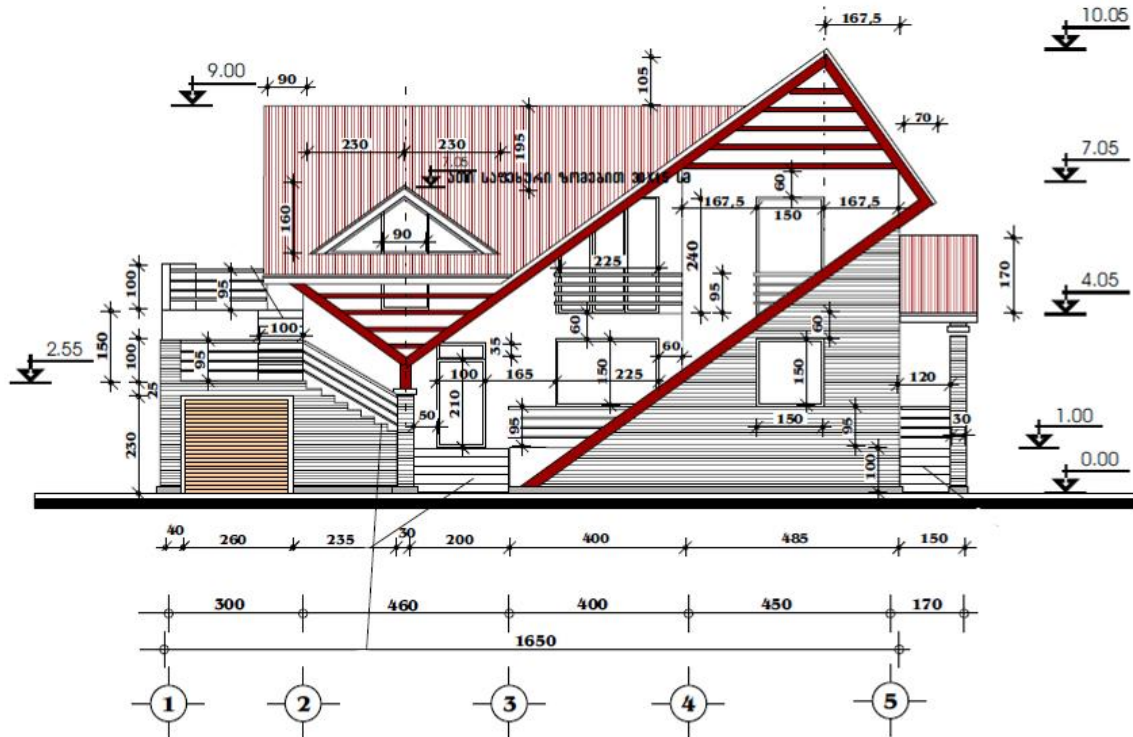
**Official Holidays - 2026**

The following is the list of U.S. and Georgian holidays that the Embassy will observe in 2026:

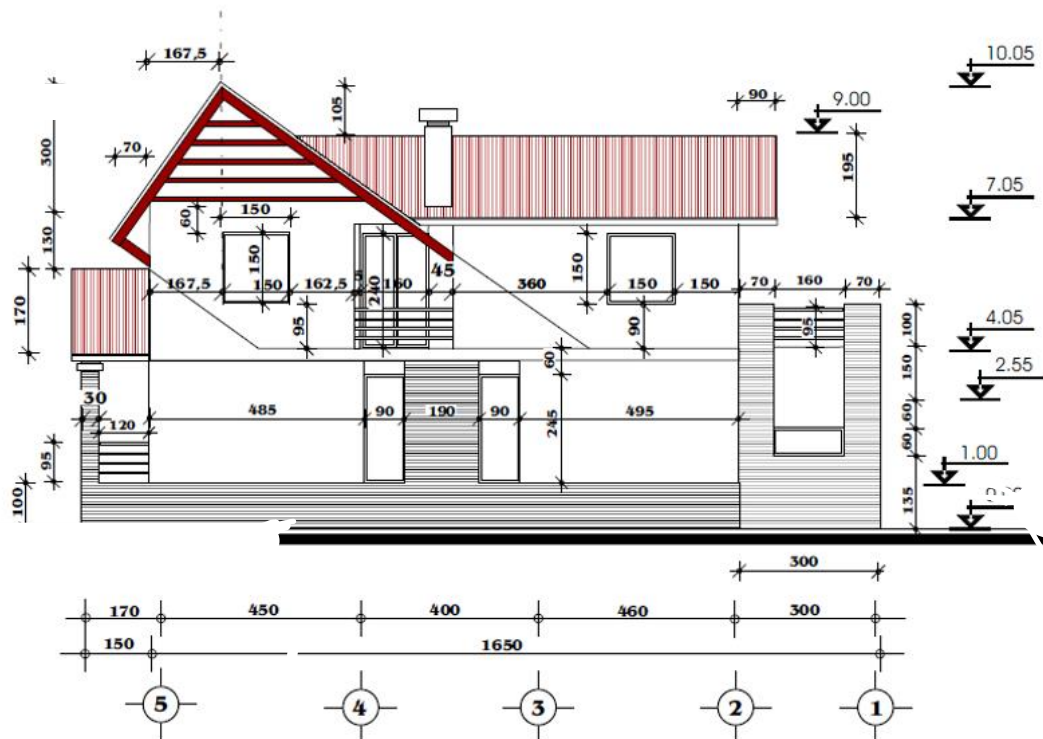
DATE DAY COUNTRY DESCRIPTION

## F. APPENDIX #2

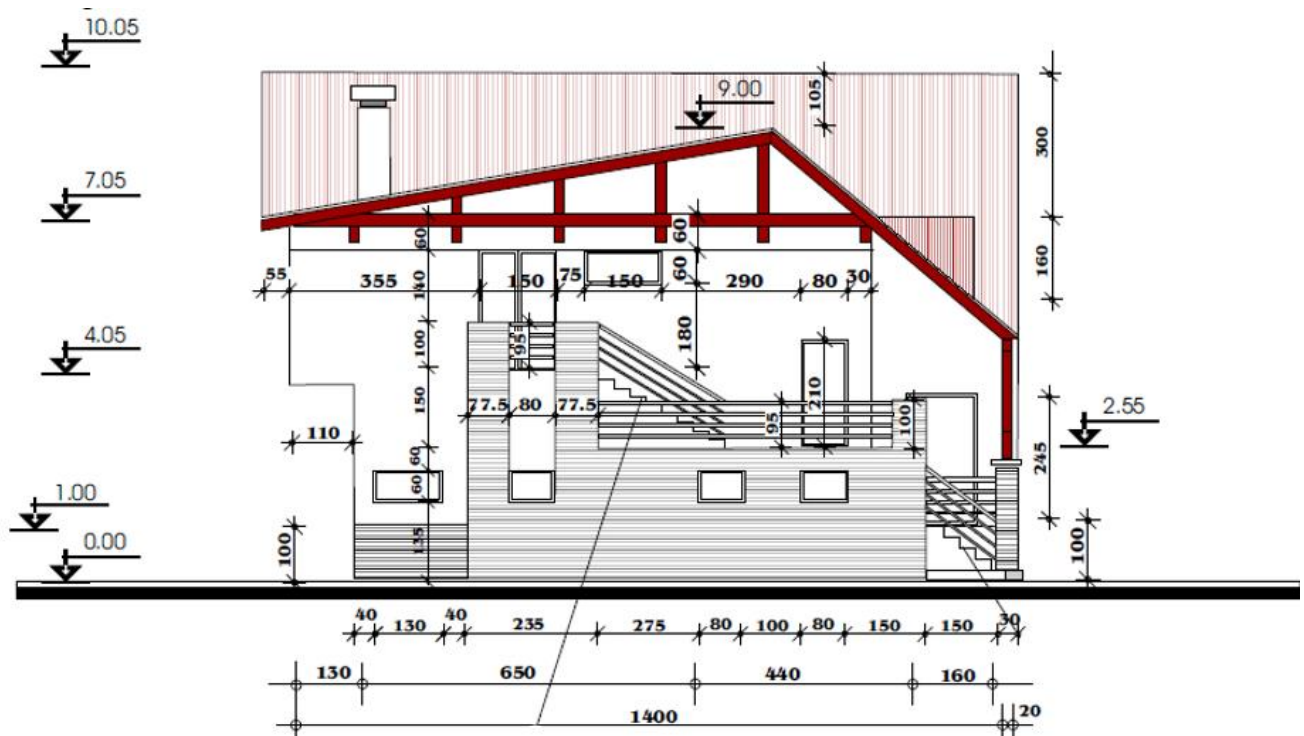
Drawing # 1



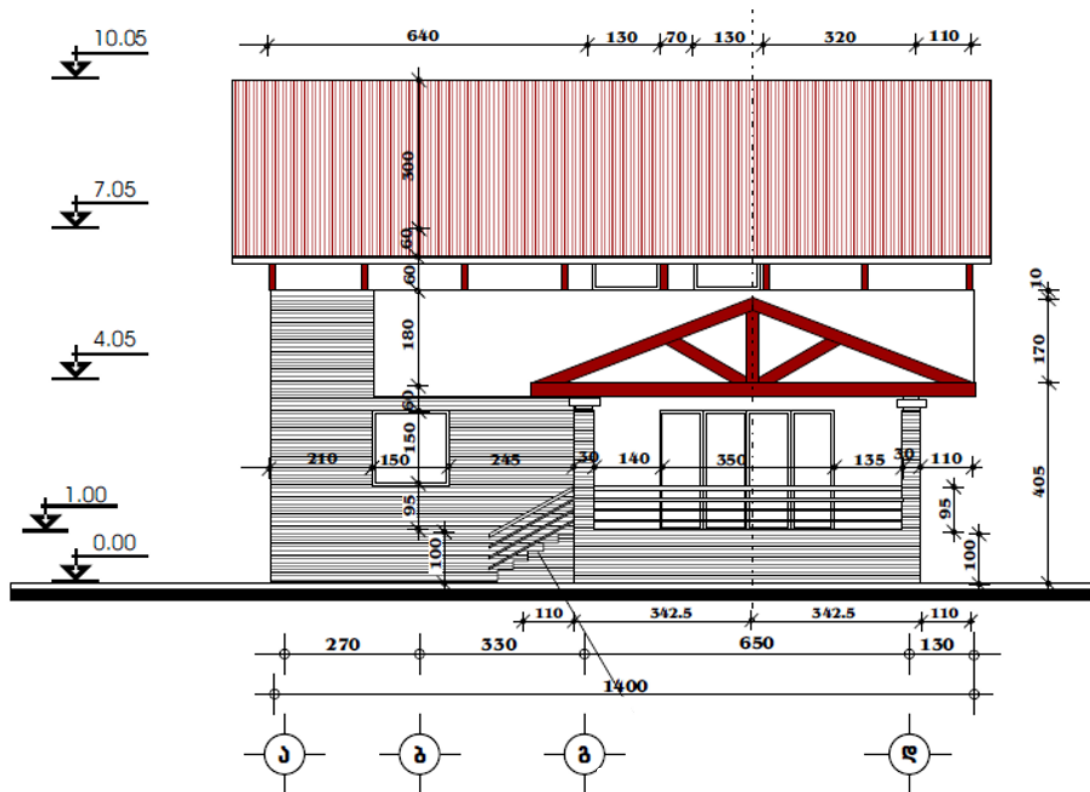
Drawing #2



Drawing # 3

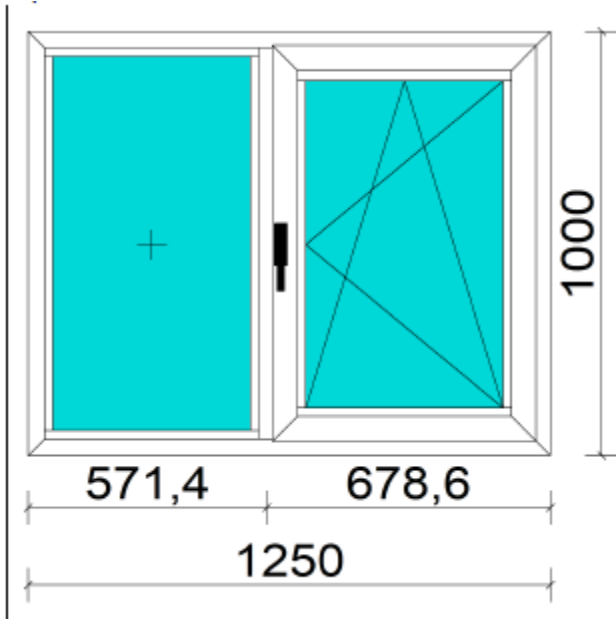


Drawing # 4

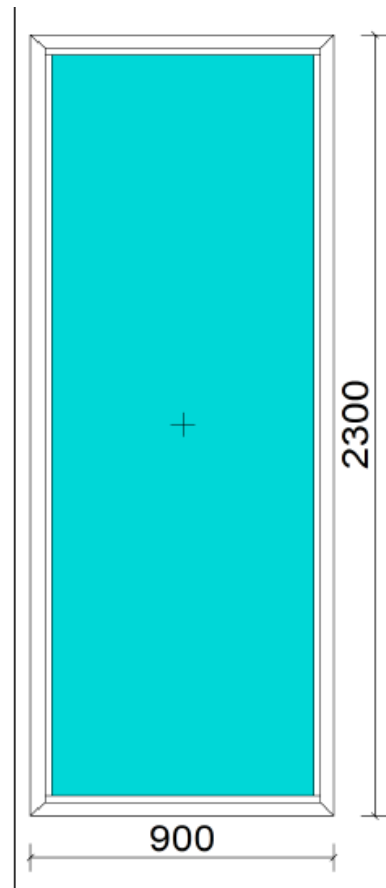


**G. APPENDIX #3**

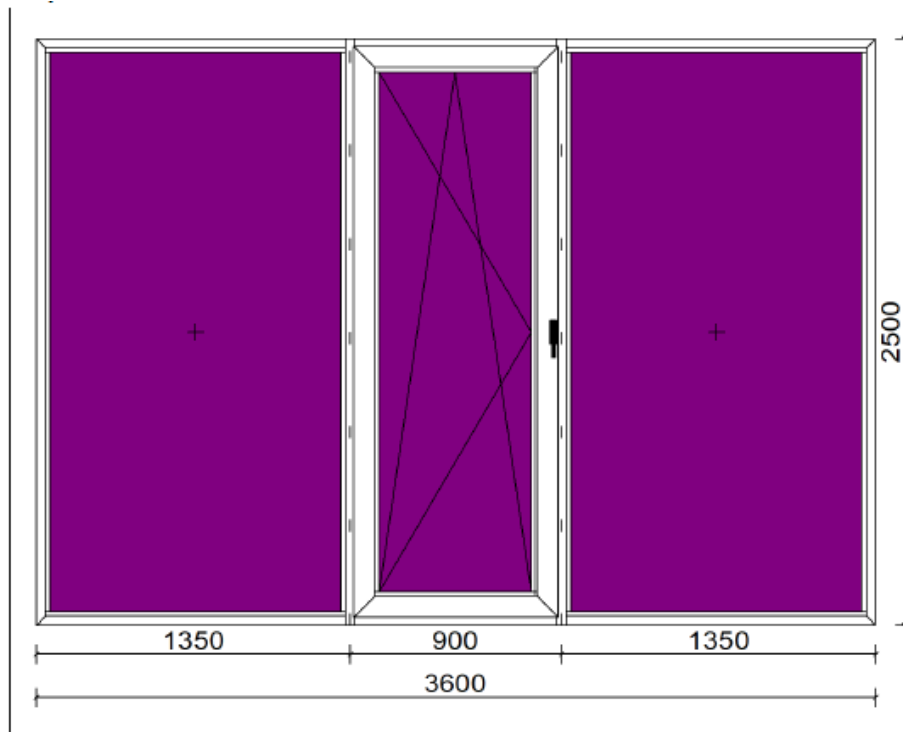
Drawing #1



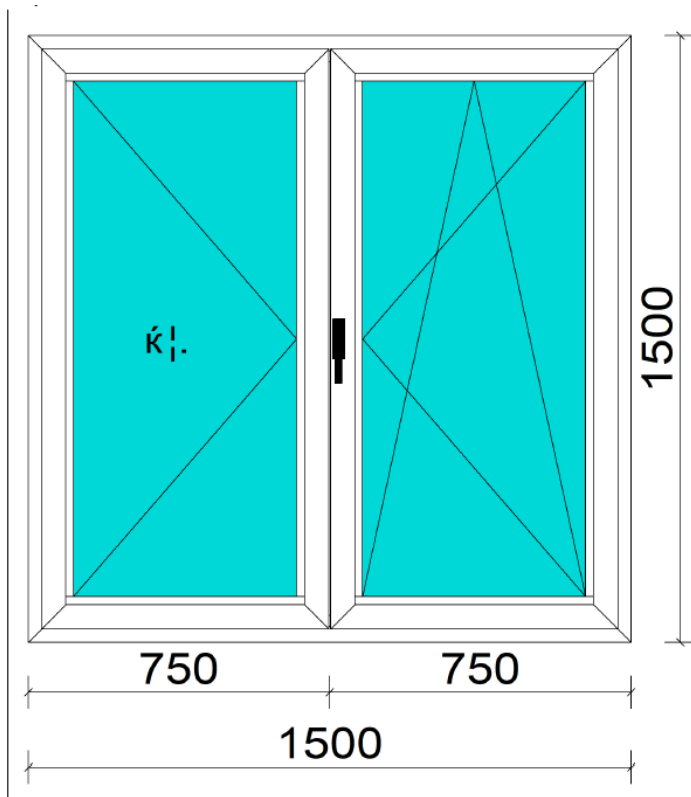
Drawing #2



Drawing #3

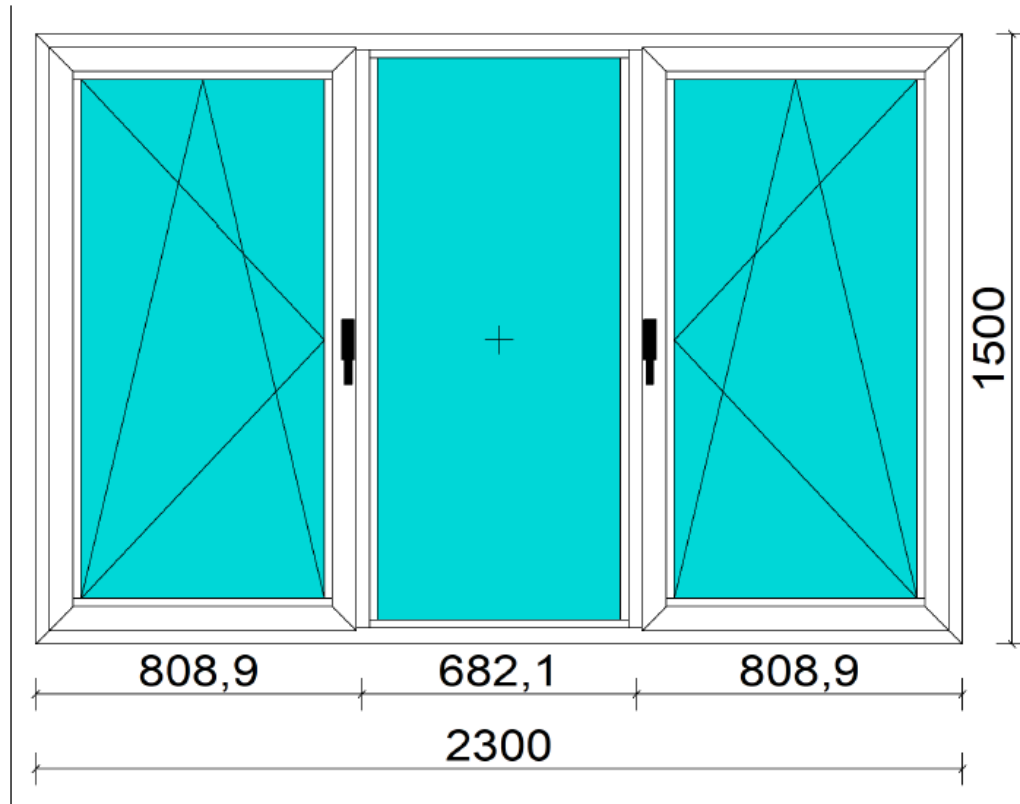


Drawing #4

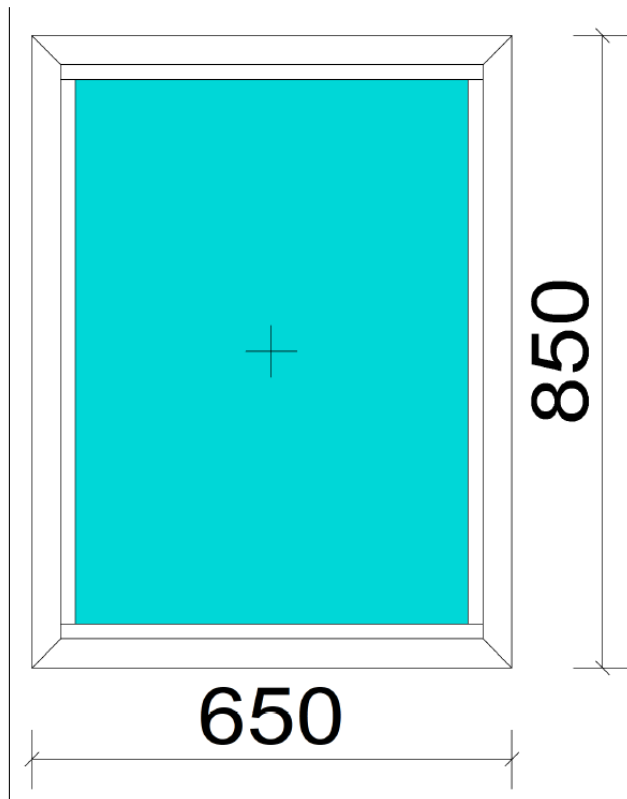




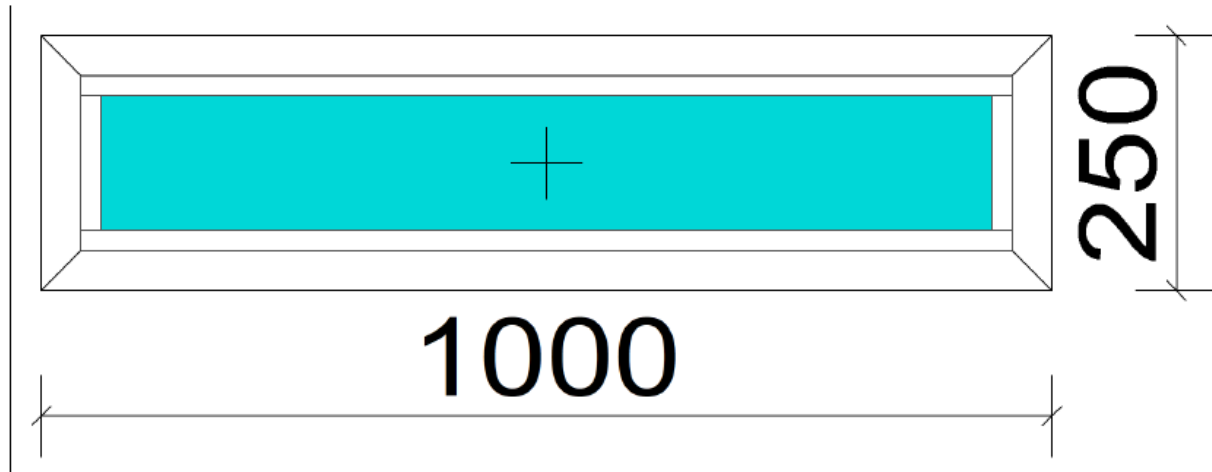
Drawing #5



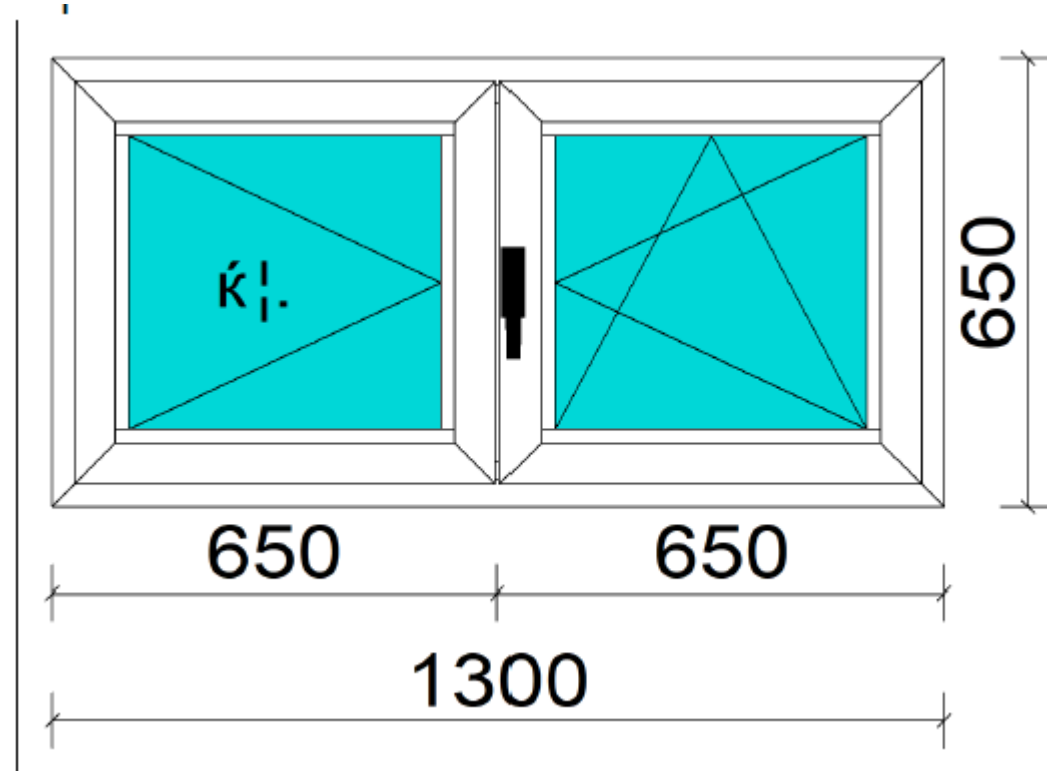
Drawing #6



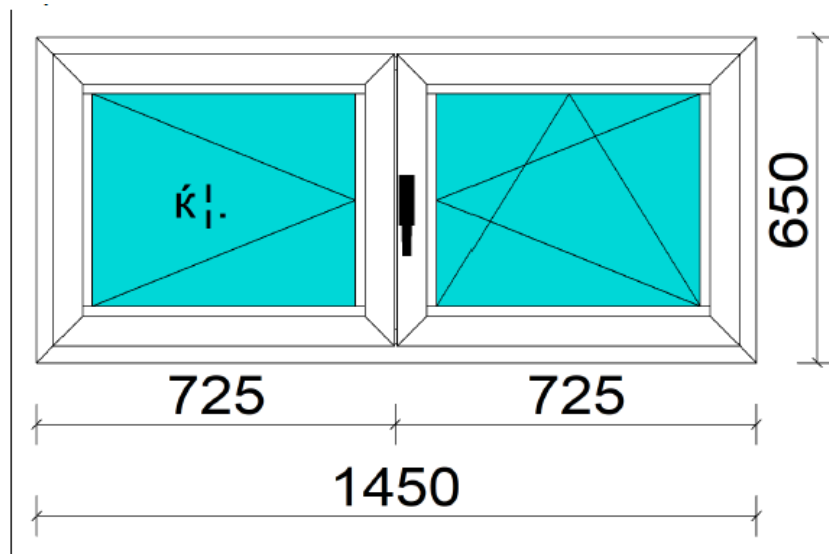
Drawing #7



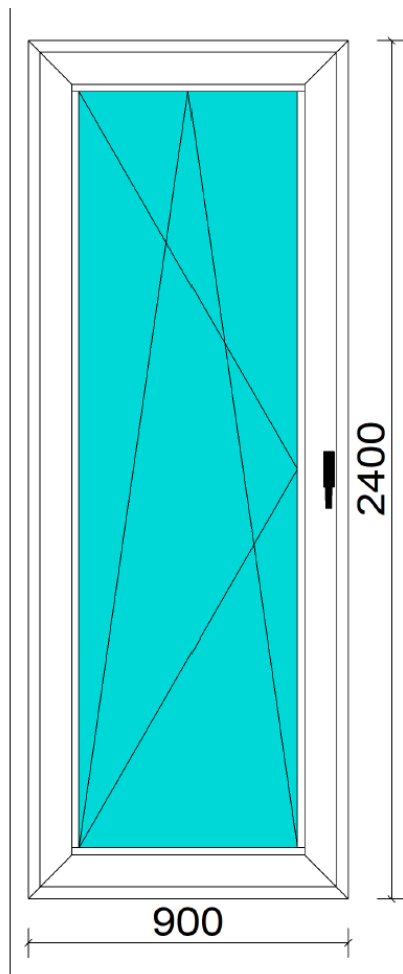
Drawing #8



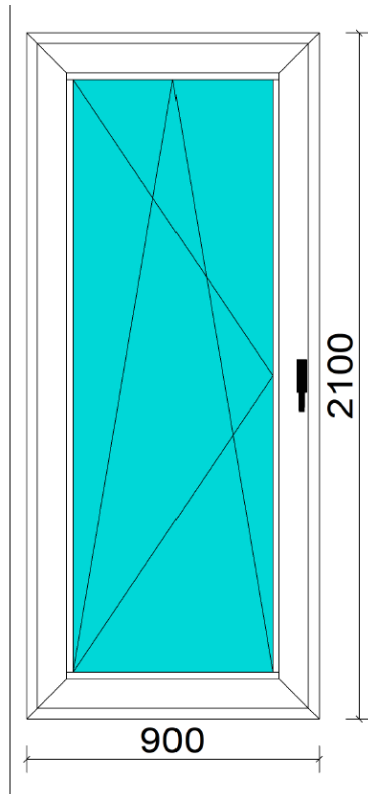
Drawing #9



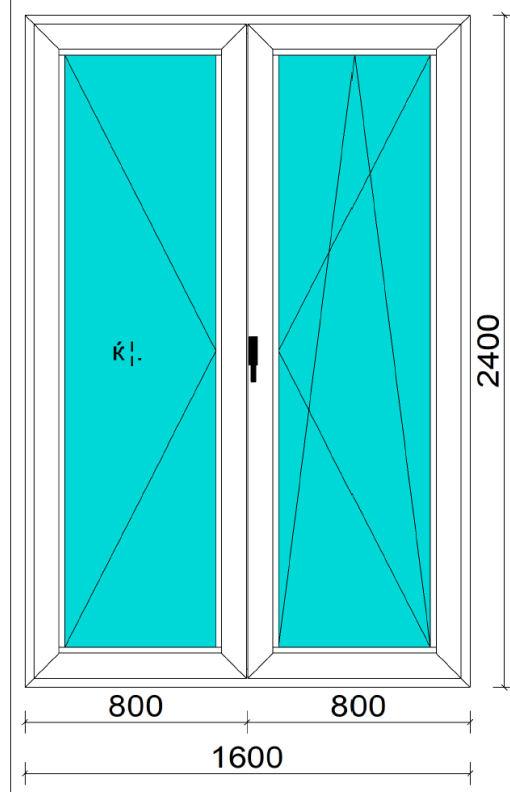
Drawing #10



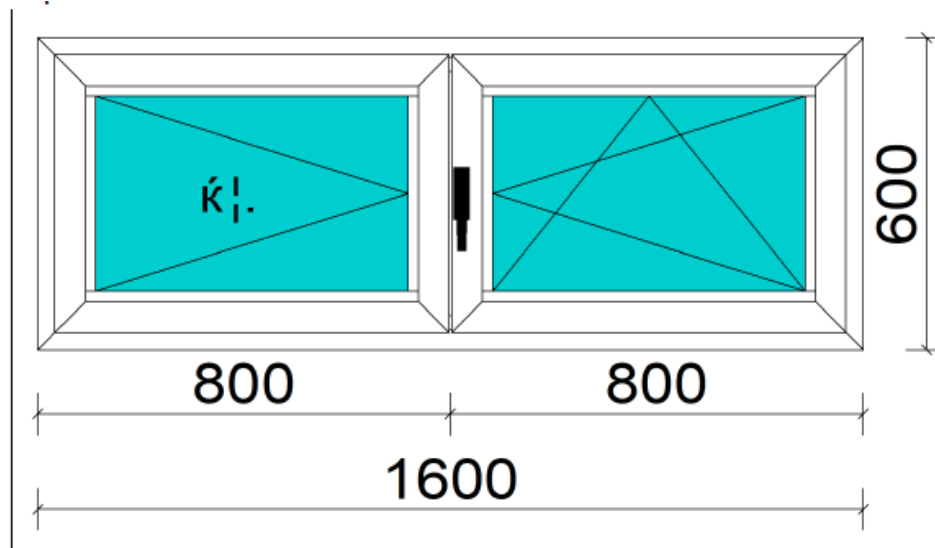
Drawing #11



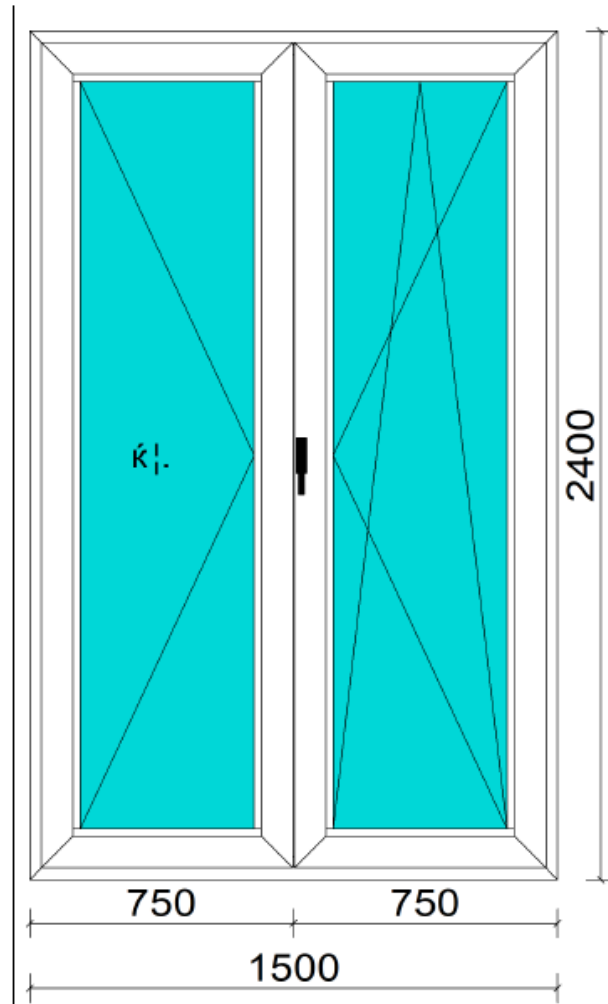
Drawing #12



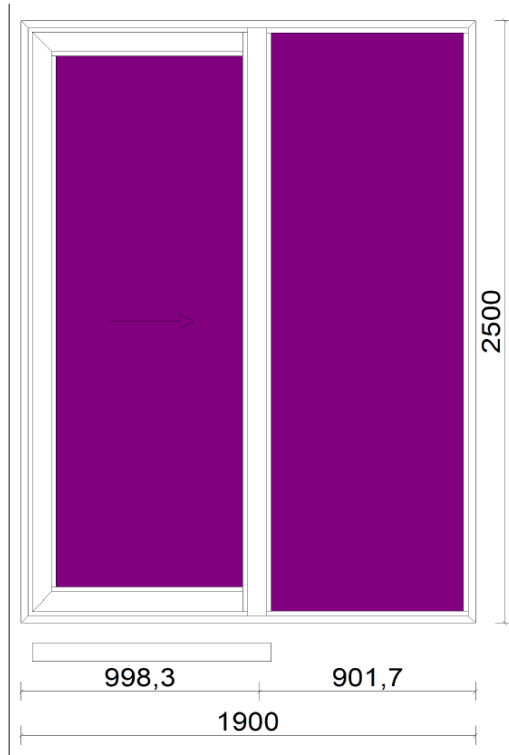
Drawing #13



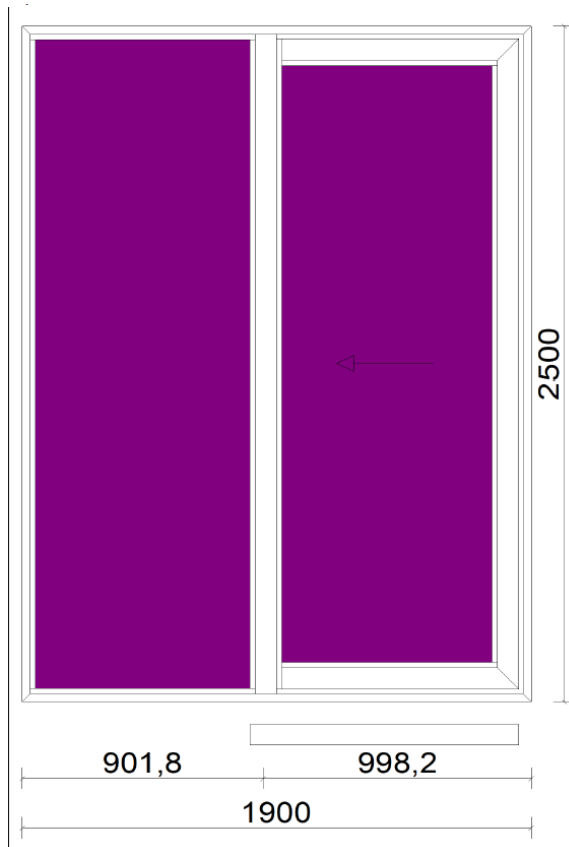
Drawing #14



Drawing #15



Drawing #16



Drawing #17

