

Statement of Work

US Embassy Vilnius – Police Guard Booth Replacement

The Regional Security Office requests services for the installation of a new police guard booth adjacent to the US Embassy, 6 Akmenu gatve, Vilnius. The booth shall be for use by a single person. The submitted quote should include removal of an existing guard booth, prefabrication of the new booth, its installation, and all electrical power and security systems hookups. The installation of the new booth must be completed and fully operational on the same day that the existing booth is removed. The existing booth and all its accessories and debris must be completely removed from the site and properly disposed of by the contractor. The contractor is responsible for obtaining any/all necessary permits required by the municipality.

Scope of Work

- 1) Demolition and disposal of the existing guard booth
- 2) Prefabrication of the new guard booth and its installation
- 3) Connection of all electrical power to the new booth
- 4) Salvaging of all existing alarm system wiring, panels and devices and their re-installation in the new booth
- 5) Salvaging of all existing exterior lights and their re-installation on the new booth

Standard components to be included in the booth are:

- a) Heating and air conditioning equipment that is non-removable
- b) Insulated (two-pane) windows on all sides with operable blinds/shades
- c) One door with insulated glazing with blinds/shades
- d) Main electrical power panel and two switches to control internal and external lights
- e) Six interior and two exterior/weather-proof electrical power outlets
- f) Security lock on the door with four keys
- g) Thermal insulated (R-10) walls, roof and floor

General Requirements

- a) In order to fit in the same location, the new booth's dimensions are to match the existing booth's dimensions: length 2.4m, width 1.4m, and height-2.4m
- b) The capacity of new air conditioning unit, a standard split-system unit, is to match the existing booth equipment and is to be installed as part of the booth fabrication. The
- c) Heating in the new booth is to be provided by an electric unit heater, of capacity to match the existing booth equipment, and installed as part of the booth fabrication.
- d) Windows:
 - i. Front - An aluminum framed window with insulated (two-pane) glazing should be installed on the front side of the booth, facing Akmenu gatve. The bottom of this window should begin at desk height (approximately 75cm above the booth floor), continue up to the ceiling of the booth and across the width of the booth. The window should have an operable interior blind/shade to cover the entire window. Similar to the existing booth, in the lower portion of this window at the right side, should be a small operable sliding window. This operable window should provide an opening of approximately 15cm in length by 8cm in height, with handle and locking mechanism, to allow for communication and ventilation.
 - ii. Right side (facing the embassy's pedestrian controlled access entrance) – An aluminum framed window with insulated (two-pane) glazing should be installed on the right side of the booth and have micro ventilation. The bottom of the window should begin at desk height (approximately 75cm above the booth floor), continue up to the ceiling of the booth and across the width of the booth. The window should have an operable interior blind/shade to cover the entire window.
 - iii. Left side (facing the alley) – An aluminum framed window with insulated (two-pane) glazing should be installed. The bottom of the window should begin at desk height (approximately 75cm above the booth floor), continue up to the ceiling of the booth and across the width of the booth. The window should have an operable interior blind/shade to cover the entire window.
 - iv. Back side (facing the embassy's vehicle controlled access gate) – An aluminum swing-type door should be provided closest to the access gate, with the remainder of the back side of the booth having windows to match the other sides. See additional door requirements below.

e) Door: A steel and aluminum framed swing-type door with insulated (two-pane) glazing should be provided. The door should be of standard width and height (approximately 92cm width by 204cm height) and located on the rear of the booth, facing the controlled access gate. The upper half of the door should contain an insulated window with interior blinds/shade. The door's window should be as large as possible within the door and frame. The door should swing outward, hinged at the left side when viewed from the exterior, and have a lock; four keys should be provided for the lock. Other door hardware is to include two butt hinges, commercial quality lever lockset, spring closer and continuous vinyl gaskets on the door frame.

f) Walls and Ceiling:

Wall panels below the windows should be prefinished aluminum, with aluminum reinforcement and thermal insulation (R-10). Wall panels should be mechanically attached to the booth framing with fasteners not exposed on the exterior. The exterior color of the wall panels is to match adjacent embassy buildings; interior wall panels are to be white.

The ceiling panels should be white vinyl-faced particle board or plywood attached to the booth framing, with thermal insulation (R-10).

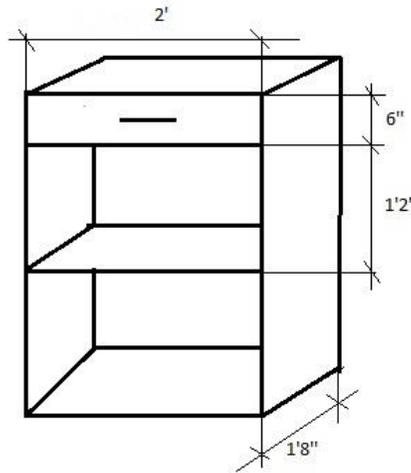
g) Floor:

The floor should be particle board attached to booth framing, with an exterior vapor barrier and thermal insulation (R-10) and interior surface of 3mm aluminum tread plate.

h) Furnishing:

- i. Counter: There should be a plastic laminate on particleboard countertop just under the bottom of the window on the front side of the booth, closest to the main road. The countertop should be at normal desk height (approximately 75cm above the floor). The countertop should extend the entire length of the front of the booth and have a depth of approximately 36cm.
- ii. Shelf Box: Below the countertop, there should be a plastic laminate on plywood shelf and drawer unit. The unit should contain one drawer and three shelves that are sized to accommodate a small microwave oven and tea kettle. The shelf/drawer unit should not be attached, but be moveable to

allow for cleaning, and be open in the front. The sides and rear of the shelf portion of the unit should be covered and have a 2 inch (5cm) diameter hole at the rear for passage of electrical cords. The shelf/drawer unit dimensions: the top shelf must be at least 1'-2" high (35.5cm); 1'-8" deep (50.8cm) and 2'-6" wide (76.2cm). The drawer should be at the top of the unit and be at least 6" (15cm) high.



i) Electrical:

- i. Electrical service is to be disconnected from the existing booth and reconnected to the new booth.
- ii. There should be two lighting switches installed on the interior of the booth, adjacent to the left side of the door. Interior lighting is to be provided by a LED fixture with acrylic lens. One switch is to control the interior light and the other, the exterior lights. All existing exterior lights are to be retained and re-installed on the new booth in similar locations.
- iii. The booth interior should have six outlets. The outlets should be installed on the front wall of the booth, under and above the countertop. Three outlets should be grouped together on the left side and above the countertop and three outlets grouped on the right side, approximately 15cm below the countertop.
- iv. There should be two all-weather outlets (protected from rain and snow) on the rear side of the booth (facing the access gate), installed approximately 30cm above concrete pad level.

- v. All existing alarm system wiring, panels and devices are to be retained and re-installed in the new booth.
- vi. All electrical work is to comply with local electrical codes and the International Electrical Code
- j) Roof: The roof should be aluminum panels attached to the booth framing, with integral gutters that drains to grade. The roof and trim should be similar in appearance and color to other embassy buildings.
- k) Demolition and Debris: Demolition and proper disposal of the existing booth should be included, with removal of all associated debris, packaging and unused materials.
- l) Installation: The installation of new police booth is to include the transportation of the booth to the site, its removal from the delivery vehicle, its placement on the existing concrete pad, and all necessary anchoring.
- m) Documentation: All manuals, drawings, warranties, specifications, other manufacturer documentation and municipal permits/government approvals (if required) related to the booth and its installation are to be provided to the embassy.