

Activity Schedule for AU Old New York Office Maintenance

Items	Description	Unit Measurement	Qty	Unit price	Amount
	General Notes				
I	<p>The purpose of the maintenance work is to reinstate the building to office use by creating a safe and conducive work environment that satisfies the local code and standards. The type of contract shall be design and build lump-sum contract to be implemented in two phases.</p> <p>The 1st Phase shall cover parts of the work to undertake urgent and critical maintenance works to avoid further damage to the building. Phase 2 covers the remaining parts of the work which are not covered under phases 1. The works under each Phase are clearly described and identified in this BOQ. It shall be noted that based on the availability of budget for phase 1, some of the works identified under Phase 1 could be carried over to phase 2 to after due consultation and negotiations with the most responsive bidder.</p> <p>In line with this arrangement, bidders are required to give quotation for both phases with bid validity of 6 months and 12 months for Phase 1 and Phase 2 works respectively.</p>				
II	Contractor shall submit complete detailed shop/working drawings, including requested materials samples (e.g., equipment for installation, Electrical and plumbing fixtures, treatments, paint, etc.)				
III	The contractor is required to facilitate the process to acquire municipality permit to carry out the maintenance work.				
IV	The contractor is required to facilitate the process to acquire certificate of occupancy which may include issuing test and commissioning certificates and any other relevant document in accordance with municipality regulation, codes and standards.				
V	All works and designs shall follow local regulations, codes and standards.				
VI	The contractor shall submit drawings, material samples and equipment catalogue for review and approval before commencement of maintenance work.				
	The contractor shall submit list of subcontractors for approval.				
VII	The contractor shall consider all direct and indirect work and relevant expenses required for project implementation need including for temporary facilities, safety related items. The contractor will assume the cost, and be accountable for, the procurement and installation of necessary equipment, materials and activities and any costs related to ensure the safety of, contractor's staff, AU staff and adjacent residents.				
VIII	All works and installations must be carried out, tested and commissioned by specialized responsible skilled workers in full coordination with the Africa Union engineering office, all in accordance with approved shop drawings, technical specifications and relevant standards. AU has the right to reject any component of the work not complying with the specifications and the terms of the contract.				
IX	The contractor shall submit detailed implementation work plan and method of statement of work and coordination with the AU, including request for work to be performed outside of AU core business hours and weekends.				

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BILL No-1 Maintenance Activities.					
A. PHASE 1					
1	External Works				
1.1	Patch the cracked external city concrete pedestrian walkway as per the standards of the city. The specification of concrete, procedure and finishing quality shall meet the city standards.	LS	1.00		
1.2	Repair grout joints of the front and back yards paved with 4x4 tiles. Work includes deep cleaning of the floor tiles to remove stains using spin scrubber machine and approved type chemical.	Sq. ft	XX		
1.3	Repair the metal guardrail/fence. Works include welding of disconnected members, replacement of missing members and spray painting with approved type paint.	Ft	xx		
1.4 a	Back Yard guardrail (option 1): repair wooden guardrails. Work includes replacing highly damaged and missing members, realignment, sanding and spray painting with approved paint.	Ft	xx		
1.4 b	Back Yard guardrail (option 2): replace the wooden backyard wooden guardrails with approved type PVC Guardrails of similar height and pattern. Work includes cart away of removed wooden rails.	Ft	xx		
1.5	Clean the painted front facade to remove heavy soiling and stains including window sill sand stone copings.	LS	1		
1.6	Repair damaged plastering/stucco and paint the front facade with approved type paint.	LS	1		
1.7	Remove climbing plants from the rear exposed brick façade and repoint joints where damaged.	Ls	1		
1.8 a	Main Entrance Door (Option 1): Remove and replace existing main entrance door with similar type door including frame. Work includes all accessories and cart away of removed door.	Pcs	1		
1.8 b	Main Entrance Door (Option 2): Maintain the main entrance door by replacing locks, maintain damaged parts and painting with approved type.	Pcs	1		
1.9	Inspect for external window leakages and re-caulk identified leakage points.	LS	1		
Sub Total Sum					\$0.00
2	Roof Work				
2.1	Identify leakage points and apply appropriate water proofing works including pointing of copping.	LS	1		
2.2	Maintain the access latch.	LS	1		
Sub Total Sum					
3	Plumbing Work				
3.3	Check and test by a certified professional the domestic water supply and drainage systems of the entire building both internally and externally in accordance with local standards. If any accessories are damaged/missing fix and/or replace as needed. Work include entire system testing, commissioning and issuance of certificate. Report if there are major defects.	LS	1		
Sub Total Sum					
4	Internal Spaces				
4.1	Repairs to window casements with identified damage to stop water leaks and make weather tight by replacement/fixing of rubber seals and/or other application of silicone-based sealants.				
Sub Total Sum					
B. PHASE 2					
2	Internal Spaces				
4.2 a	Carpet floors (option 1): Deep clean existing floor and stair carpets using steam cleaning machine. Shampooing may be applied at areas where stains cannot be removed with steam cleaning.	Sq. ft	xx		

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4.2 b	Carpet floors (option 2): Remove existing floor and stair carpets and replace with approved new carpet. The new carpet shall meet local standards for commercial use. Work includes removing and fixing back wooden floor skirting. Samples has to be provided for approval.	Sq. ft	xx		
4.3	Deep clean toilet ceramic tiles and base skirting to remove stains using spin scrubber machine and approved type chemical/detergent in all toilets.	LS	1		
4.4	Inspect all office wall surfaces for damage and repair. Apply a proper coat of approved paint to the areas repaired, as well as any wall surface indicating prior water damage. Match color to existing wall paint.	LS	1		
4.5	Apply proper coat of approved paint with compressor spray to all walls excluding basement wall.	LS	1		
4.6	Apply proper coat of approved paint with compressor spray to all toilet walls.	LS	1		
4.7	Replace damaged ceiling tiles and clean the ceiling runners. Work includes strengthening of the suspension systems of the ceiling tile runners in all offices, hallway and toilets. Clean all suspension frame and runners.	LS	1		
4.8	Repair damaged drywall ceilings and apply a proper coat of approved paint to the areas repaired. Work doesn't include basement floor.	LS	1		
4.9	Apply proper coat of approved paint with compressor spray to all drywall ceilings excluding basement floor ceiling.	LS	1		
4.10	Ensure all doors open smoothly; adjust as needed.	LS	1		
4.11	Replace damaged door knobs and locks.	Pcs	XX		
4.12	Ensure all windows open smoothly; adjust as needed.	LS	1		
				Sub Total Sum	

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Items	Description	Unit Measurement	Qty	Unit price	Amount
5	Basement Floor Gut-Out				
5.1	Dismantle and remove all dry wall and ceilings in the assembly hall and interpretation booths at the rear of the building. Steel studs and ceiling suspension systems are not to be dismantled. Work includes cart away of removed materials.	LS	1		
5.2	Dismantle the fixed tables and furniture in the assembly hall and interpretation booths at the rear of the building. Work includes cart away of removed materials.	LS	1		
5.3	Remove/clean/treat basement mold	LS	1		
5.4	Apply proper coat of white paint on the walls of the basement assembly hall walls.	LS	1		
Sub Total Sum					
6	Toilet Fixtures				
6.1 a	Toilet seat (option 1): Deep clean and remove all stains of toilet seats using appropriate and approved bleach. Change seat covers, supply hoses and other defective accessories. Check and test drainage and water supply for proper functioning fix any problem.	Pcs	xx		
6.1 b	Toilet seat (option 2): Remove and replace toilet seat and all accessories, water supply hoses and seat cover with approved and similar size and standard seat with existing ones. Check and test drainage and water supply functioning and fix any problem.	Pcs	xx		
6.2 a	Toilet sink (option 1): Deep clean and remove all stains of toilet sinks using appropriate and approved bleach. Change faucet, supply hoses, drain and p-trap and other defective accessories. Check and test drainage and water supply for proper functioning fix any problem. The faucet and p-trap shall be chrome plated and be approved. Work includes cart away of removed seats and items.	Pcs	xx		
6.2 b	Toilet sink (option 2): Remove and replace existing toilet sinks and all accessories with approved and similar size/standard sink with existing ones. Change faucet, supply hoses, drain and p-trap. Check and test drainage and water supply for proper functioning fix any problem. The faucet and p-trap shall be chrome plated and be approved. Work includes cart away of removed sinks and items.	Pcs	xx		
6.3	Replace the shower head in the 5th floor toilet. Check and test drainage and water supply for proper functioning fix any problem.	Pcs	1		
6.4	Fix base of the embedded toilet sink in the 5th floor toilet including the base ceramic skirting.	Pcs	1		
6.5	Supply and fix toilet paper holders to replace the existing ones.	Pcs	1		
Sub Total sum					

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Items	Description	Unit Measurement	Qty	Unit price	Amount
7	Electrical Works				
7.1	Inspection and testing by certified professional of the overall electrical system installation and operation for correct functioning in accordance with local standards and identify any existing safety hazards. Rectify any identified problem including fixing and replacing damaged parts such as breakers, cables etc. Affix a table chart to the inside of the power panel door and label as appropriate to allow proper maintenance. Work include entire system testing, commissioning and issuance of certificate. Report if there are major defects.	LS	1		
7.2	Testing and verification of the existing electrical surface fixtures for correct functioning. Clean all existing working fixtures.	LS	1		
7.3	Repair and replace damaged/non-functioning electrical sockets and switches as per required standards.	Pcs	xx		
7.4	Replace non-functioning recessed light fixtures with similar fixtures as the existing ones.	Pcs	xx		
7.5	Replace non-functioning florescent light fixtures with equivalent LED fixtures	Pcs	xx		
7.6	Replace non-functioning lamps of the recessed fixtures with the same/equivalent type energy saver lamps.	Pcs	xx		
7.7	Replace non-functioning florescent tubes.	Pcs	xx		
7.8	Replace non-functioning emergency lights with approved and similar types as existing.	Pcs	xx		
7.9	Replace non-functioning emergency exit illumination lights with approved and similar types as existing ones.	Pcs	xx		
Sub Total sum					
8	Fire Protection System				
8.1	Inspection and testing by certified professional of the overall fire protection system, such as sprinklers and smoke detectors, correct operation and installation in accordance with local standards and identify any existing safety hazards. Rectify any identified problem including fixing and replacing damaged parts. Work include entire system testing, commissioning and issuance of certificate. Report if there are major defects.	LS	1		
8.2	Replace defective smoke detectors	Pcs	xx		
8.3	Replace defective sprinkler heads	Pcs	xx		
8.4	Maintain existing mobile fire extinguishers.	Pcs	xx		
8.5	Provide additional fire extinguisher to meet code requirements.	Pcs	xx		
Sub Total sum					
9	Elevator				
9.1	Inspection and testing by certified professional of the overall elevator system for correct operation and installation in accordance with local standards and identify any existing safety hazards. Rectify any identified problem including fixing and replacing damaged parts. Work include entire system testing, commissioning and issuance of certificate. Report if there are major defects.	LS	1		
Sub Total sum					
10	HVAC System				
10.1	Replace the Air Handler Unit and Air out unit on the roof with new equipment. The replacement shall use the existing duct installations in the building without requiring additional duct work. The Contractor is required to perform thorough survey of the existing system, design the HVAC system in accordance with local codes and standards and present the design and equipment catalogue for approval before implementation. The Work includes entire system testing, commissioning and issuance of certificate with warranty.	Ls	1		
Sub Total sum					<u>\$0.00</u>
Grand total					<u>\$0.00</u>
Contingency 10%					<u>#REF!</u>
Total Sum with Contingency 10%					<u>#REF!</u>