SCOPE OF WORKS

1.0 OBJECTIVE

The Contractor undertakes the fit-out works in the area outlined in the layout plan, 2nd Floor and new extension space on the 11th Floor, at the EBRD leased office space located in the Gasheka Street, 6, Business Centre “Ducat Place III” Moscow, 125047, Russian Federation (the “Premises”) on behalf of, and at the expense of the EBRD pursuant to EBRD’s requirements as set out below in this Scope of Works for the agreed fixed price.

Fit-out works to the Premises as required by the EBRD in this Scope of Works namely (not limited to):

a) Preliminary works (e.g. re-design of all systems in compliance with new layout, indication of changes to as-built data, dismantling works, cleaning, etc.);

b) Interior construction and finishing works: floors, ceilings, partitions, doors, fixtures, fittings, etc;

c) Mechanical: HVAC, water supply, sewerage and other works;

d) Electrical: lighting, power, UPS and other works;

e) Obtain all necessary permits, licenses, insurance, etc. necessary for the execution of the works;

f) Snagging, testing and hand over to the EBRD;

2.0 DESIGN

Final Design Documentation (with shop drawings):

- Architecture,
- Electrical & Small Current/Data Network,
- Mechanical (HVAC, water, sewerage),

3.0 PARTITIONS

3.1 Gypsum Partitions

Supply and install high standard partitions comprising of a single (e.g. 12.5 cm internal partition) or double (e.g. 15cm outer wall, meeting room wall, etc.) Gypsum board on steel studs to form the layout in accordance with agreed drawing. The partitions are to be slab to slab as per fit-out plan.

All non-glass partitions must have rock-wool (or similar) sound insulating material infill to full height.

They must satisfy the most demanding fire, thermal and acoustic performance requirements (42 db).

3.2 Glass Partitions

Supply and install double glazed 42dB acoustic internal partitions with acoustic blankets or ceiling baffles above the suspended ceiling (e.g. toughened clear glass partitions with a manifestation film pattern at approximately 1.7m height as a safety precaution to prevent staff from walking into the glass). Work to include all finishes, bottom and top rail details, etc.
Place blinds in between glass sheets of meeting room partitions (e.g. dark roller blinds or adjustable horizontal bladed venetian blinds for privacy and presentations).

3.3 Acoustic Folding Partitions

Supply and install Acoustic Folding Partitions in the large meeting room on the 11th floor as per layout.

3.4 Doors

Supply and install doors (full height) and steel frames of a quality suitable for high class offices. The door fittings and handles are to be made of metal. Each door to be lockable from either side with a minimum three keys provided for each lock.

3.5 Skirting & Profiles

Supply and install skirting and profiles to match the partition work.

4.0 CEILINGS & FLOORS

4.1 Suspended Ceiling/Plasterboard Ceiling

Install and/or modify the suspended ceiling at appropriate height for window openings and normal office use with exposed white steel grid and 600 x 600 acoustic ceiling tiles (Armstrong or similar) for accommodating the ventilation ductwork, and other building systems (e.g. sprinkler system, lighting, etc.) for each office and usable area in accordance with the fit-out plan.

4.2 Raised Floor System

Modify metallic floor bearing structure with respective floor panels (subject to new reconstructing areas in the premises).

Supply and install carpet tiles. The carpet is to be fitted after the partitions have been erected. The color is to be determined by EBRD.

4.3 Coms Room Floor

The floor to the Communications Room will be covered in anti-static sheet vinyl or vinyl tiles. The color is to be determined by EBRD.

5.0 PAINT WORKS

All walls to be skimmed and emulsion paint finished. The color is to be determined by EBRD.

6.0 HVAC

Provide air conditioning capable of delivering a space temperature of 21°C (with sufficient ceiling or wall mounted units for each office cell and work area). Whilst 23°C is comfortable
and accepted by most people in an office environment it is advisable to be able to achieve 21ºC should the need arise. As the air conditioning equipment ages and becomes less efficient the extra capacity will enable 23ºC to be maintained.

The fit-out Contractor will need to calculate the cooling load that is required.

7.0 ELECTRICAL

7.1 Lighting & Luminaries (fittings)

Supply and install 600 x 600 recessed light fittings (or similar), non-reflective energy saving units, to provide adequate light at desk height throughout (a minimum of 400 lux at desk level). Switching to be separated for each office and useable area in accordance with the fit-out plan.

Where there is insufficient suspended ceiling to install adequate lighting, additional down lighting is to be provided by low voltage spotlights.

The Communications Room (Comms Room) is to have energy saving lighting units capable of providing a minimum light at bench level of 500 Lux.

7.2 Security

CCTV

Supply and install additional analog CCTV cameras (Panasonic or similar) as per the fit-out plan to cover the following areas; one outside main entrance door showing external lobby and entrance door; one inside main entrance door to clearly view all persons entering and leaving the office. Also cameras to be mounted to monitor the fire escape door(s) from the adjoining premises. All cameras are to be mounted so as to be obvious to visitors.

Connect all cameras to existing CCTV analog System, positioned at reception desk, with split screen, or whole screen, capability to be switched by receptionist. Supply and install a computer linked to each CCTV camera and monitor to record all images. Hard drive size to be adequate for recording a minimum of thirty days of data/images before writing over previous data/images (must show date and time on all images). Computer is to be positioned in the Communications Room shown on the fit-out plan.

Supply suitable software for security monitoring. Image recording is to be movement sensitive so as to maximise the recording period. The complete system and software is to be maintenance free and to run automatically with no requirement for input from the office staff.

Remote Monitoring

Install the Remote Monitoring CCTV system and connect it to the Server Rack. Instructions and equipment will be provided by the EBRD.
Access Control System

Supply and install a door entry videophone system to the main entrance door on 11-th floor with handset and receiver on the reception desk. Provide for remote inner door release via videophone and electronic lock as shown on the fit-out plan.

Provide self closer on entrance door so that it automatically closes and locks.

Supply and install a card reader, compatible with the building security system, and link to the electronic locks on all entrance doors to allow staff access to the premises.

Provide each staff member (and eight visitors) with suitable electronic security cards compatible for access to the building, from the lift lobby entrance door(s) and fire escape door(s). Access cards must only display the staff members photograph and name, no references to the EBRD.

Electronic locks to fire escape door(s) and main entrance door(s) must automatically release when the fire alarm is activated.

The Access Control Readers in the Office and Server Room must be connected to a backup battery (minimum 4 hours of backup power) capable of providing power to the system when the primary source of power is unavailable.

Intruder Alarm System

Supply and install an intruder alarm system with PIR sensors located to cover the main corridor, each office, fire escape door and reception on 11-th floor. Connect to siren alarm located in reception area of the 2-nd floor EBRD office. Supply and fit control panel in entrance lobby having key pad for on/off control plus display identifying zone in case of alarm activation. Supply and fit second siren in main building security control room together with necessary signage indicating alarm is for EBRD’s office or as agreed with building security.

The alarm system must have a 24 hour backup battery capable of providing power to the system when the primary source of power is unavailable.

Panic Button

Install the panic buttons as per instruction of the EBRD security guidelines.

7.3 Communications/IT Room (Comms Room)

The Communications Room will be located in the position as shown on the fit-out plan and will contain a switch board Server Rack), a UPS unit, , etc.

All structural cabling for voice/data will be brought back, terminated and connected to the patch panels located inside the Server Rack located in the Comms Room.
Data Cabinet/Server Rack

The Contractor will supply, mount and test a Cabinet/Server Rack. The Contractor is expected to liaise and co-operate with EBRD appointed IT specialists on how to make the connections.

Small power socket outlets are to be provided in the Communications Room in the numbers and location, as shown on the detailed layout drawing.

**UPS**

The Contractor will supply or reconnect an UPS unit in the Comms room in 11-th floor (according to EBRD specifications; e.g. Single-Phase 220V, 50HZ, 10-15 kVA, 12-20 minutes or similar).

The Contractor will supply a UPS from a list of EBRD preferred suppliers.

The Contractor will supply a maintenance free ten year battery for the UPS which should give 5-7 years of reliable service.

The UPS must ensure that full integrity of critical systems is maintained even in the event of mains power failure (e.g. computers, etc.). Instructions will be provided by the EBRD.

**Clean Earth**

The Contractor will provide an isolated and insulated clean earth circuit from the main electrical distribution board of the building to the Comms Room. The cable is to be PVC sheathed in copper cable. It should be terminated to the main earth connection at the main electrical distribution board of the building, and onto an isolated copper strip within the dedicated distribution board in the Comms Room, or onto a isolated and insulated copper strip, at a point adjacent to the distribution board. All UPS earth circuits within this room will be terminated to this copper bar.

**Voice & Data Structural Cabling**

The Contractor will install a radial voice and data distribution network from the Comms Room to the RJ45 sockets as indicated on the floor layout plan.

Cable installation will be distributed from patch panels located inside the Server Rack in the Comms Room, via PVC conduit to each point located on the floor plan, and voice and data cabling will be identical. Each cable will be identified at each end by sequential numbering which will be appropriately marked (1, 2, 3, etc.)

The cable used will be Unscreened Twisted Pair (UTP), CAT5e or CAT6, cable. The cable used must be clearly stamped as CAT 5e or 6 on the outer sheath.

Termination is to be double RJ45 sockets immediately adjacent to the 4 power sockets located in the working area (at respective workstations) in compliance with the layout drawings. Connectivity with conductor color code being consistent on each socket and each
cable will be identified at each end by sequential numbering which will be appropriately marked.

Sufficient spare cable will be allowed on each circuit at the EBRD supplied Sever Rack, in the Comms Room, to allow connections to be made to the patch panels by the Contractor, in accordance with drawings supplied by the EBRD. The Contractor will install RJ45 CAT5e patch panels inside the telecommunication rack and then terminate cabling at the RJ45 jacks on the patch panels.

All required RJ45 sockets used in the office work area, RJ45 CAT 5e patch panels, industry standard (19" 42U high) Sever Rack and CAT 5e cable are to be supplied by the Contractor.

The Contractor will make all connections of the UPS, voice and data structural cabling, in accordance with EBRD IT Department instructions and specifications.

**Cabling Acceptance Test**

The Contractor will test each cable connection between RJ45 jacks on patch panel and RJ45 socket installed in the working area. All CAT5e UTP links must be tested in accordance with EIA/TIA568-B and test sheets identifying each circuit and test results must be produced at the end of the contract. Printed results should confirm correct connectivity, resistance, integrity and, the length of each circuit. Performed tests should also confirm absence of shorts, grounding, and external voltage.

A complete set of test certificates are to be provided to the EBRD’s Project Manager, prior to practical completion being signed off.

**7.4 Power & Data Circuit**

**Small Power Distribution**

Provide a suitable distribution board, located in the Comms Room, with adequate circuit breakers to protect each circuit. The drawing indicates the location of each set of floor boxes. Each grouping is to provide four power sockets (one socket is to be connected to the UPS, clearly marked or of different color e.g. red) and two RJ45 data sockets.

Additionally, power points are to be provided in the corridor areas for fax, printer, photocopier and vacuum cleaner any other small power requirement in the area.

In the Comms Room a minimum of 10 power points are to be provided in specific locations.

The Contractor will supply and install small power points to agreed positions on the partition walls, as per the fit-out plan.

The Contractor will supply power cable (NHXMH or similar), floor boxes, busbar modules, wiring ducts, cable trays, cable trunks (Legrand or similar) and other accessories necessary for the power distribution network.
Small Power Requirement

Each workstation must have 4 power sockets (one socket is to be connected to the UPS, clearly marked or of different colour e.g. red) and 2 RJ45 outlets as indicated on the fit-out plan.

TV Aerial Point

Relocate a TV aerial point in the position marked on the drawing in the Meeting Room(s) connected to a suitable Arial to receive a clear and strong signal suitable for analogue and digital TV signals that are unobstructed and free from distortion and interference.

8.0 FIRE & EMERGENCY

Supply and install sufficient fire detection, smoke detection, sounders and emergency lighting in compliance with state and local regulations.

Emergency lighting must provide immediate secondary lighting when the power supply to the normal lighting fails e.g. due to a fire. The minimum backup duration of emergency lighting as specified by regulations is generally between 1 and 3 hours. Supply and install the international “pictogram” style fire exit signs, identifying the main means of escape. These are to be suspended from the ceiling and to be illuminated where required to comply with state and local legislation.

Supply and install a sprinkler system in accordance with state and local regulations. No sprinkler system to be installed in the Comms room.

Supply the necessary firefighting/safety equipment (e.g. fire extinguishers) for the premises.

An evacuation plan (for both fire and bomb incidents) should be clearly displayed in both English and local language, detailing escape routes and assembly points.

Prepare Security, Health and Safety (HSE) and Fire Evacuation Plans. To be handed over on completion.

9.0 KITCHEN CHANGING ROOM

Install kitchen base unit(s) with cupboards, drawers and work tops to agreed quality and colour. The wall units must match the base units. Supply and install under counter industrial class dishwasher and refrigerator. Install power socket outlets for fridge, dishwasher, toaster, microwave oven, kettle and two spare. Install wall tiles, as necessary, between the base and wall units. Low level power socket to be positioned for water chiller. Positions and specific detail to be agreed with EBRD.

The utilities and sewerage for the kitchen must be installed in accordance with the technical specifications of the landlord.

If a sanitary pump for sewerage discharge is to be installed it must be done in accordance with the technical specifications of the landlord.
Provide necessary equipment, fittings and furniture for changing room facilities on the 2-nd floor

10.0 SANITARY

Premises must have two built-in toilets within the demise (men/women) with good quality sanitary appliances and fittings.

11.0 GENERAL

STATE & LOCAL STATUTORY LEGISLATION

All of the works, equipment and materials shall be supplied and installed to comply with all state & local legislation including approved codes of practice, good standards of workmanship and manufacturers recommendations.

TRAINING & DOCUMENTATION

The Contractor shall provide all the necessary training for appropriate EBRD staff that will operate the systems supplied and installed by the Contractor under this Scope of Works, plus original copies of full technical literature, details of service personnel and any planned maintenance together with a manufacturers and Contractors warranty and guarantee for at least one (1) year from the date of acceptance.

Full commissioning data for all services shall be included and handed over to the EBRD as part of the acceptance requirement.