

UTILITIES REGULATION & COMPETITION AUTHORITY



INVITATION TO TENDER

**PROPOSED 3RD & 4TH FLOOR FIT-OUT AND
BUILDING MECHANICAL SYSTEM UPGRADES
URCA HEADQUARTERS – FREDERICK HOUSE
FREDERICK STREET – NASSAU, BAHAMAS**

**Superintending Officer
Manager of Facilities
Utilities Regulation and Competition Authority
P. O. Box N-4860
Nassau, Bahamas**

**Project Manager:
VERITAS Consultants Limited
Church Street Plaza
P.O. Box CR-54090
Nassau, Bahamas**



**UTILITIES REGULATION & COMPETITION AUTHORITY (URCA)
PROPOSED 3RD & 4TH FLOOR FIT-OUT AND
BUILDING MECHANICAL SYSTEM UPGRADES
FREDERICK HOUSE – FREDERICK STREET – NASSAU, BAHAMAS**

TO: ALL PROSPECTIVE BIDDERS

FROM: URCA – C/O VERITAS Consultants Limited

SUBJECT: Proposed 3rd and 4th Floor Fit-Out and Building Mechanical System Upgrades

DATE: July 6th 2023

You have been invited to submit a Tender for the Proposed 3rd & 4th Floor Fit-Out and Building Mechanical System Upgrades to the URCA Headquarters – Frederick House, Frederick Street Nassau Bahamas. Drawings and Specifications outlining the Scope of Work have been provided for your use.

Tenders are due to be returned to **URCA HEADQUARTERS FREDERICK HOUSE** no later than **12:00 pm. Friday, July 28th, 2023.**

Bids are to be returned in a sealed envelope and marked **“TENDER FOR PROPOSED 3RD & 4TH FLOOR FIT-OUT AND BUILDING MECHANICAL SYSTEM UPGRADES – URCA HEADQUARTERS – FREDERICK HOUSE, FREDERICK STREET – NASSAU, BAHAMAS**

Please note that the Contractor is to submit ALL of the following:

- **Signed Bid Form**
- **Bills of Quantities & Cost Form**
- **Current Business License**
- **Current Value-Added Tax Compliance Certificate**

Failure to submit the required documentation may result in the cancellation or disqualification of your bid.

All bid queries should be directed to Mr. Darron Darville at VERITAS Consultants Limited
Telephone: 242 322-6741 or 242 376-4458 Email: ddarville@veritasbah.com
and copied to: Mr. John Michael Clarke at Veritas Consultants Limited – jmclarke@veritasbah.com
Mr. Jerome Elliott at the Utilities Regulation & Competition Authority - E-mail: jelliott@urcabahamas.bs



1. Description of Works

The work consists of the Fit-Out of the 3rd and 4th Floors of the URCA Headquarters per the Design Documents provided by TDG Architects and Upgrades to the Mechanical Systems particularly the Fire Sprinkler, and Heating Ventilation and Air Conditioning Systems per the Documents provided by Brown and Associates for the entire building. In addition to the Building Fit-Out and Mechanical Upgrades, all existing windows are to be made watertight.

2. Scope of Works

The Contractor is to provide the necessary Insurance and Bonds, Project Supervision, meeting, storage, and sanitary facilities as required for the execution of Project Works. The Contractor is to provide for the payment of utilities (water, electricity, telephone, etc) as may be required for the installation of construction works. The Contractor is also to allow for Project Security for the entire Project's duration up to substantial completion. The Contractor is to provide for all cranes and scaffolding necessary for the execution of the work and allow for the clean-up of all construction areas once the work is complete. The contractor is also to ensure that the work is executed in a safe and workmanlike manner.

The Contractor is to supply and install structural concrete repair materials and labour required to repair all defective structural concrete in the stairwell or other areas identified by the S.O. and or Project Manager using the specified concrete repair materials.

The Contractor is to remove all defective windows, make good window openings, and ensure the window openings are properly prepared for the re-installation of the windows. The Contractor is to ensure that windows are installed at the proper orientation, that all window weep holes are cleared, and to supply and install all materials and labour to ensure that the windows are caulked/sealed per the manufacturer's requirements. The Contractor is to provide a written method statement for the removal, preparation of openings, re-installation, and sealing of the windows before the work commences. Included in the method statement is to be the tests the Contractor proposes to use to confirm the water tightness of the window units.

The Contractor is to supply and install all materials and labour necessary for the installation of the metal hollow core doors per the design documents. The Contractor is to supply and install all door hardware per the design documents and the manufacturers' specifications.

The Contractor is to supply and install materials and labour necessary to complete masonry plaster works. The Contractor is also to supply and install all metal studs and metal furring required for interior partitions and ceilings per the design documents. The Contractor is to



supply and install materials and labour required for the installation of gypsum and cement board including the taping and finishing of installed boards.

The Contractor shall supply and install all materials and labour for the installation of floor and wall tiles as shown on the design documents. The Contractor shall supply and install all paint materials. The Contractor shall prepare all required surfaces, and paint following the design documents and the manufacturer's specifications.

The Contractor shall supply and install all materials and labour for the installation of bathroom compartments, cubicles, and toilet and bath accessories as outlined in the design documents.

The Contractor shall supply and install materials and labour for the installation of kitchen cabinets and bathroom vanities as shown on the design documents. The Contractor shall provide shop drawings to confirm the size and layout of each cabinet assembly and bathroom vanities.

The Contractor shall supply and install materials and labour for the installation of the fire suppression system per the design documents. The Contractor shall purchase and install all ductile iron pipe, fire and jockey pumps, fire hose reel cabinets, and fire extinguishers per the design documents. The Contractor shall be responsible for the testing and commissioning of the Fire Suppression System. The Contractor shall be responsible for all builder's work in connection with the installation of the Fire Suppression System.

The Contractor shall supply and install all materials and labour for the installation of all plumbing, sanitary pipes, and water supply lines. The Contractor shall supply and install all plumbing fixtures. The Contractor shall be responsible for the testing of water supply lines and the testing and commissioning of all plumbing fixtures. The Contractor shall be responsible for all builder's work in connection with the installation of Plumbing Works.

The Contractor shall supply and install all materials and labour required for Heating, Ventilation, and Air Conditioning (HVAC) installations per the design documents. The Contractor is to supply and install all metal ductwork, and HVAC equipment. The Contractor is to supply and install all thermostat and HVAC control devices. The Contractor shall be responsible for the builder's work in connection with HVAC works.

The Contractor shall supply and install all electrical outlets and switches per the design documents. The Contractor shall supply and install all electrical panels and switches including all circuit breakers and disconnects. The Contractor shall be responsible for the supply and installation of all electrical fixtures. The Contractor shall be responsible for the builder's work in connection with the electrical works.



The Contractor shall supply and install materials and labour for the infrastructure for communications, electronic safety, and surveillance per the design documents. The Contractor shall install all PVC Conduits and junction boxes required for the Low Voltage Design.

At all times during the execution of the work, the Contractor is to ensure that the daily operations of the Utilities Regulation and Competition Authority are not unnecessarily disrupted.

3. Site Visit

The Contractor is encouraged to visit the site, examine, and verify site conditions, and ensure that all of the information necessary for the preparation of an accurate Tender has been provided. The cost associated with this site visit shall be at the Contractor's own expense.

4. Drawings & Specifications

The Contractor is advised to carefully examine all drawings and specifications at the time of the site visit and satisfy himself/herself as to the nature and location of the work. The Contractor shall obtain the full knowledge as to any environment requirements, transportation, disposal, handling, and storage of materials, availability of water, electric power, and all other utilities in the area that will have a bearing on the performance of the Work.

5. Bid Submissions

The Contractor is to ensure that all Tender Documents are submitted as outlined in the Memorandum for Tender. Failure to submit all of the required documentation may result in the rejection of the Bid Submission. Unsigned Tender submissions will not be accepted.

6. Bid Pricing

Unless otherwise stated the Contractor is to include for Value Added Taxes and Import Duties for the whole works as outlined in the Description of Works.

The Contractor shall fill in all unit rates and prices shown on the cost sheet. Items in the Schedule for which the Contractor has not entered a rate or price shall be deemed covered by other rates and prices in the said schedule.

All Tenders are to be submitted in Bahamian Dollars and priced as Duty Paid.

7. Bid Validity

Bids shall remain valid and open for acceptance for ninety (90) days after the date of return of the Bid Documents



8. Authority's Right to Accept or Reject any and all Bids

The Contractor understands that the Authority reserves the right to accept and/or reject any bid, and to annul the bidding process at any time before the award of Contract without incurring liability to the affected Contractor or Contractors. The Contractor also understands that the Authority will not be bound to the lowest cost submission as the most qualified tender, and may use separate criteria for the determination of the Contract Award. By participating in the Tender process, the points are understood and accepted. It is also understood and accepted that the Authority is under no obligation to inform any or all the Contractors of the ground for their action in this regard.



**BID FORM FOR
THE PROPOSED 3RD & 4TH FLOOR FIT-OUT
AND UPGRADES TO THE BUILDING MECHANICAL SYSTEMS
THE URCA HEADQUARTERS BUILDING – FREDERICK HOUSE
FREDERICK STREET, NASSAU, BAHAMAS**

The undersigned has visited the site of the URCA Headquarters Building Frederick House – Frederick Street, Nassau, Bahamas, and has familiarized himself/ herself with the local conditions affecting the cost of the work and with all requirements of contract documents as prepared by the Project Manager, hereby propose to furnish all construction as required by the following amounts (*in words*) [Click here to enter text.](#) (*In figures*) (B\$[Click here to enter text.](#))

If awarded the contract, the undersigned will complete it within [Click here to enter text.](#) _____ calendar days from the date of the notice to proceed. If written notice of the acceptance of this bid is mailed, faxed, or delivered to the undersigned within 30 days after the date for the opening of bids or anytime thereafter before this is withdrawn, the undersigned will execute the Owner/ Contractor agreement prepared by the office of the Project Manager. The undersigned hereby designated as his office to which such notice of acceptance may be faxed or delivered.

NOTE: The bidder is to include a schedule of values (as defined below) with the bid proposal. Bids not accompanied by a schedule will not be accepted.

Name of Bidder: (General Contractor)

Bidder is: _____

Individual

Partnership

Company

Address of Bidder: _____

Phone No. of Bidder: _____

Email Address: _____

Date of Bid: _____

Signature: _____