



1<sup>st</sup> December, 2025

**SCOPE OF WORKS FOR REPAIRS AT  
THE MARSH HARBOUR GOVERNMENT COMPLEX  
MARSH HARBOUR, ABACO**

The National Insurance Board is eager to undertake repair works at the Marsh Harbour Government Complex, Marsh Harbour, Abaco. We are therefore requesting quotes for quality workmanship for this exercise. See the Scope of Works below for your review. You are required to visit the site to verify all the necessary works and measurements.

**Sealed bids** are to be returned by **Monday, December 22nd, 2025**, at **3:00 pm** to the National Insurance Board Marsh Harbour Local Office marked, "**Marsh Harbour Government Complex Repairs and Renovations, Marsh Harbour, Abaco**" attention.

**Director**  
**The National Insurance Board**  
**NIB Headquarters Building**  
**Baillou Hill Road**  
**Nassau, Bahamas**

## **GENERAL CONDITIONS**

1. This Scope of Works (SOW) provides a detailed description of all works to be performed by the contractor in the affected areas.
2. The contract shall provide a price (in Bahamian Dollars) against the items listed below. The form of Tender shall be Lump Sum pricing. However, the contractor shall fill in the cost of individual items below, making up the Tender Sum.
3. The contractor selected to carry out the requested work shall be a qualified contractor with all the necessary skill sets to complete the required work within the allotted time. **They should have all government licenses up to date, and all NIB contributions should be paid up to date.**
4. All works listed in the SOW are to be performed by the contractor or its subcontractor, unless otherwise indicated by the project manager.
5. The contractor shall provide all labour, materials, tools, and equipment required for the complete installation of a fully operated, tested, certified, and warranted system(s) as specified in the SOW.
6. All works are to be carried out as indicated in the SOW and in accordance of the most recent edition of the Bahamas Building and Canadian Electrical Codes.
7. All government inspections relevant to the project are the sole responsibility of the contractor.
8. All materials must be new, unused, and free from any defects unless specified by the project or government agencies.
9. Remove **all** debris, discarded equipment, and materials from the site, enclosing them in construction-grade plastic bags, and place them at the city dump. The disposal of materials off-site must be in accordance with environmental health standards.
10. **All** smoke detectors in the workspace are to be covered.
11. The contractor **shall** cover all furniture in the affected areas with plastic and ensure that the areas are cleaned before reuse.
12. All mechanical, electrical, and plumbing materials in the affected areas shall be moved, reinstalled, and tested. All equipment must be left in good working order after all work is complete.
13. Work to be scheduled for during and after regular working hours and on weekends with minimal disruption and discomfort to working staff and building occupants.

14. WEATHER CONDITIONS: Do not paint during rainy weather or when whole surfaces are damp. Ensure adequate illumination while painting.
15. SCAFFOLDING AND SAFETY: Include the use of scaffolding and safety equipment required to complete the project without harm to persons.

**PAINT SPECS**

16. PRODUCTS: Approved paint products are: Benjamin Moore, Sunburst Paint, Sherwin-Williams, or Devco.
17. DELIVERY: All paint materials shall be delivered to the Site in their original containers with all labels intact and legible.
18. STORE: Store product and supplies in a well-ventilated, secured area approved by the S.O.
19. COLORS: All colors must be selected from the NIB-approved color range.

**SCOPE OF WORKS FOR REPAIR WORKS AT  
THE MARSH HARBOUR GOVERNMENT COMPLEX  
MARSH HARBOUR, ABACO**

ITEM	DESCRIPTION	QTY	COST
<b>GENERAL</b>	The general contractor is to meet all general requirements necessary to procure and execute all works to be done on this site.		
<b>EXTERIOR CLEANING</b>	<ul style="list-style-type: none"> <li>• Pressure wash <b>all</b> metal railings</li> <li>• Pressure wash <b>all</b> exterior walls</li> <li>• Pressure wash <b>all</b> soffits &amp; fascia boards</li> <li>• Pressure wash <b>all</b> windows, frames and shutters</li> <li>• Pressure wash <b>all</b> stone work</li> <li>• Pressure wash the entirety of metal roof</li> <li>• Pressure wash <b>all</b> concrete curbing</li> <li>• Clean all bird excrement and termite trails from exterior walls(includes sanitization and cleaning)</li> <li>• Reseal all windows (Replace loose and damaged gaskets)</li> <li>• Apply Caulking to all windows</li> <li>• Pressure clean courtyard 88' x 66'</li> </ul>	<b>60,700 SF</b> (Quad, Ext. Surrounding building)	
<b>COURTYARD</b>	<ul style="list-style-type: none"> <li>• Replace rusted metal trash bins with new</li> <li>• Remove non-functioning wall mounted metal water fountain and discard</li> <li>• Terminate water connection (in wall) and drainage pipe for wall mounted water fountain</li> </ul>	8 1 10	
<b>COURTYARD (SEATING AREA)</b>	<ul style="list-style-type: none"> <li>• Sand existing bench, make good to receive new paint.</li> <li>• Treatment of rusted portions of steel structural columns using "Ospho" or equal rust-inhibitor paint to eliminate all rust.</li> <li>• Weld/repair damaged portions of bench.</li> <li>• Apply two coats of Outdoor metal paint (White)</li> </ul>	<b>15</b>	
<b>ELECTICAL WORKS</b>	<ul style="list-style-type: none"> <li>• Supply &amp; install new 2x2 LED light fixtures 6500k, 120V in all office spaces ( This may require re-wiring)</li> <li>• Install New 120 ft. 3-head LED parking lot lights</li> </ul>	<b>620</b>  <b>15</b>	

<p><b>ROOFING</b></p>	<ul style="list-style-type: none"> <li>• Repair rusted and damaged soffits</li> <li>• Replace missing and damage screws</li> <li>• Remove the remaining decorative Dormer from the roof</li> <li>• Seal all openings left from dormer removal</li> <li>• Replace all damaged and missing metal eaves, caps, and flashings</li> </ul>	<p>m m 45 m m</p>	
<p><b>EXTIRIOR DAMAGES</b></p>	<ul style="list-style-type: none"> <li>• Replace damage Styrofoam molding at entrances &gt; 2 - (1'x4"x11 ' ) &gt; 1 - (1'x4"x22')</li> <li>• Install a new cap on the exterior conference room windows</li> <li>• Replace missing aluminum fencing 8'-9"</li> <li>• Remove the damaged hanging light fixture over stairs and Replace with new</li> </ul> <p>*At the site walkthrough, it was discussed to not replace the chandelier light, disregard, and replace it with a new one.</p>	<p>m m 1 2</p>	
<p><b>STEEL COLUMNS</b></p>	<ul style="list-style-type: none"> <li>• Remove 2x4 wood from the support columns' bases</li> <li>• Remove the remaining decorative column covers/base and crowns, and discard debris</li> <li>• Assess all steel columns</li> <li>• Wire-brush to remove corroded portions</li> <li>• Treatment of rusted portions of steel structural columns using "Ospho" or equal rust-inhibitor paint to eliminate all rust.</li> <li>• Weld repair damaged portions of columns.</li> <li>• Apply protective primer coating</li> <li>• Apply two coats of Outdoor metal paint (White)</li> </ul> <p><b>*Structural integrity to remain intact. Notify if corrosion is widespread and where hazards are apparent.*</b></p>	<p>18</p>	

<p><b>RESTROOMS</b></p>	<ul style="list-style-type: none"> <li>• Replace stainless steel recessed paper towel dispenser &amp; waste receptacle</li> <li>• Replace Sloan valves</li> <li>• Procure additional Sloan valves</li> <li>• Replace sink faucet with new</li> <li>• Replace sink drainage pipe with new</li> <li>• Install missing partition panel in Female restroom (First floor)</li> <li>• Replace all existing ceiling tile with new PVC ceiling tile (specs below)</li> </ul>	<p><b>14</b></p> <p><b>40</b></p> <p><b>20</b></p> <p><b>34</b></p> <p><b>34</b></p> <p><b>1</b></p> <p><b>m</b></p>	
<p><b>ALUMINUM HAND RAILS</b></p>	<ul style="list-style-type: none"> <li>• Install missing and damage metal top railing for stairs, design to match existing (90 LF total)</li> <li>• Replace damaged and missing louvered shades (Quadrangle) (Design to match existing)</li> </ul>	<p><b>90 LF</b></p> <p><b>21</b></p>	
<p><b>APPLICATION OF PAINT TO BUILDING EXTERIOR (QUADRANGLE INCLUDED)</b></p>	<ul style="list-style-type: none"> <li>• Application of one coat of surface conditioner to all areas where paint is flaking.</li> <li>• Application of two coats of paint to metal gutter</li> <li>• Application of Caulking to hairline cracks on the exterior of the building.</li> <li>• Prime building exterior with one coat of product masonry primer paint flat white.</li> <li>• Application of two coats of product paint semi-gloss white paint to all exterior walls.</li> <li>• All trimmings and planters to receive two coats of product paint.</li> </ul>	<p><b>60,700 SF</b> (Quad, Ext. Surrounding building)</p>	
<p><b>ADDITIONAL ITEMS</b></p>	<ul style="list-style-type: none"> <li>• Inspect all stairs and exterior flooring and replace damaged tiles</li> </ul>	<p><b>m</b></p>	
<p><b>COVERING OF OBJECTS &amp; LANDSCAPING</b></p>	<p>The contractor shall cover objects and plants in the affected areas with plastic and ensure that the areas are cleaned up to their original condition.</p>		
<p><b>PRELIMINARIES &amp; INSURANCE</b></p>	<p>The contractor shall ensure that he has adequate insurance to cover the liabilities of this job.</p>		
<p><b>BUILDER'S WORK</b></p>	<p>All spills and unwanted paint marks must be removed from surfaces, windows, doors, shutters etc.</p>		

<b>NOTE FOR CONTRACTOR</b>	All items are to be left in good working order.		
<b>MISCELLANEOUS</b>	The contractor shall list and price for items not considered in this document that are necessary to complete all repairs. The items shall be identified, listed and attached to this sheet when returned.		
<b>VAT</b>	Include rate for 10% VAT	<b>m</b>	
<b>TIMELINE</b>	Length of time it will take to complete works	<b>m</b>	

❖ m – Areas/quantity to be measured for pricing.

**Total Cost: \$ \_\_\_\_\_**



6	<b>PRELIMINARIES &amp; INSURANCE</b>	The contractor shall ensure that he has adequate insurance to cover the liabilities of this job.		
7	<b>BUILDER'S WORK</b>	All spills and unwanted paint marks must be removed from surfaces, windows, doors, shutters etc.		
8	<b>NOTE FOR CONTRACTOR</b>	All items are to be left in good working order.		
9	<b>MISCELLANEOUS</b>	The contractor shall list and price for items not considered in this document that are necessary to complete all repairs. The items shall be identified, listed and attached to this sheet when returned.		
10	<b>VAT</b>	Include rate for 10% VAT	<b>1</b>	
11	<b>TIMELINE</b>	Length of time it will take to complete works	<b>1</b>	

**Total Cost: \$ \_\_\_\_\_**

\_\_\_\_\_  
Contractor's Signature

**Please provide the following with your submission:**

1. Valid Business License
2. Current Tax Compliance Certificate (Inland Revenue)
3. Current Letter of Good Standing (National Insurance Board)
4. Product cut-sheet specifications

## CEILING TILE SPECS

Smooth Pro is modern and sophisticated with a clean and simple design. Its smooth texture allows high light reflectance making the panels suitable for indirect lighting applications. Perfect for use in kitchens, bathrooms and other high-humidity environments.

- Easy Installation, just lay into any grid
- Waterproof and Washable
- Mold and Mildew Resistant
- Perfect for any damp or humid space
- 2'x 2' and 2'x 4' options
- Sold in cartons only
  - 2x2 tiles in 12-packs
  - 2x4 tiles in 10-packs

The screenshot shows the Genesis website's product page for Smooth Pro ceiling tiles. The page features a navigation bar with links for Home, Contact Us, and Pricing. Below the navigation bar, there is a list of features for Smooth Pro:

- Easy Installation, just lay into any grid
- Waterproof and Washable
- Mold and Mildew Resistant
- Perfect for any damp or humid space
- 2'x 2' and 2'x 4' options
- Sold in cartons only
  - 2x2 tiles in 12-packs
  - 2x4 tiles in 10-packs

The page also includes a color selector (White) and a size selector (2'x2'). Below the selector, there is a 'Get a FREE Sample' button. The page is titled 'Smooth Pro' and includes a 'See Product Options' link.

Below the screenshot, there are three images illustrating the product:

- 1. A kitchen scene showing the Smooth Pro ceiling tiles installed in a grid pattern. The kitchen includes a dining table with chairs, a clock on the wall, and a potted plant.
- 2. A close-up view of the ceiling tile grid, showing the smooth texture and the grid lines.
- 3. A single Smooth Pro ceiling tile, showing its smooth, light-colored surface.