



**REQUEST FOR PROPOSAL
FOR STAIRWAY REPAIRS AT
THE FRANKLYN WILSON BUILDING
OF THE UNIVERSITY OF THE BAHAMAS**

Background

University of the Bahamas (UB) is the premier tertiary educational institution of The Commonwealth of The Bahamas. With an enrolled student population of approximately 5,000, the institution grants certificates, diplomas, associate, bachelor and graduate degrees. The university has a strategic master plan that governs the systematic maintenance and development of its facilities across campuses. One of the major components of its business operation plan is maintenance and upkeep of its premises and facilities. The University is inviting proposals for repairs to the stairway of the Franklyn Wilson Building at the Oakes Field Campus in New Providence.

Scope of Work

The existing main stairs is a concrete stairway with ceramic tile surface and glass and stainless steel railings. Some of the stair risers are of varying heights making traversing the stairway difficult for users.

This Request for Proposals is to make repairs to the stairway to make all of the risers equal height and to make adjustments to the railing system.

The work;

1. To remove the existing floor tiles from the stairway.
2. To remove the existing glass and stainless steel railings.
3. To construct a level base for all of the stair risers (nominally 6" high) using compression strength cement mortar.
4. To lay new ceramic floor tiles (to match the existing).
5. To re-install the glass and stainless steel railings. (the existing glass and stainless-steel caps are to be reused).
 - a. New stainless-steel support bases for the glass panels are to be installed.
 - b. The re-used exiting rail caps are to be joint welded to form a single railing.

Work Hours – the contractor is expected to carry out all works during normal working hours which are from 6:00am to 7:00pm. In instances where the contractor has difficulty in accessing any area during the normal working hours and is desirous of completing work outside normal working hours he shall give a 48-hour notice to the institution's representative.

The contractor is to install temporary screening around the entire work area to contain dust and other construction work. As the facility is a working environment, care must be taken to minimize noise.

The contractor must also ensure that there is no interference with other users of the building.

Instructions to Bidders:

- a. Current business license
- b. Documentation that he is current with national insurance payment
- c. Liability Insurance
- d. In instances where they have non-Bahamian employees provide proof of granted work permits.
- e. Proof that the company has an established protocol to ensure quality control assurance.

Proposal Submission Deadline: Friday 5th May 2023

A sealed envelope marked **FRANKLYN WILSON BUILDING STAIR REPAIR** is to be delivered to the drop box at the **UB Main Security Booth, University Drive at the entrance opposite Scotiabank and addressed to:**

Office of
Vice President of Operations
Keva M. Bethel Building
University of The Bahamas
Oakes Field Campus
Nassau, Bahamas

Re: FRANKLYN WILSON BUILDING STAIRWAY REPAIR

The sealed envelope containing each submission should also include the name and address of the applicant and shall be clearly marked.

All proposals received will be placed in a Secure Box until the time of opening. **Proposals may not be submitted by fax or e-mail.** Please ensure, if a third party carrier is used, that they are properly instructed to deliver proposals directly to the Office of the Vice President, Operations, as listed above. The University is not responsible for securing proposals delivered to any other office location.

APPENDIX A – VENDOR INFORMATION SHEET

NAME OF VENDOR	
Name, address of contact person for the project proposal	Name: P.O. Box: Street Address: Telephone Number: Fax Number: Email Address:
Type of Ownership [Corporation, Sole Proprietorship, Joint Venture, Partnership, etc.]	
Documentary evidence of the legal status of the firm, e.g. certificate of incorporation	
Business License Number [Attach a copy of valid business License]	
Street and Postal Address of Principal Place of business	
Names and telephone contacts of three references for which the company has done similar types of work.	1. Name and telephone contact 2. Name and telephone contact 3. Name and telephone contact
Company National Insurance Number	
Public Liability Insurance Carrier [Attach a copy of the quote for the insurance premium]	

**REQUEST FOR PROPOSAL FOR
FRANKLYN WILSON BUILDING STAIRWAY REPAIR
UNIVERSITY OF THE BAHAMAS**

OPTION A. (repair of existing roof)

Vice President Operations, University of the Bahamas, we _____.
Hereby submit a bid in the amount of _____ and a project time of _____.

No.	ITEM	QUANT	UNIT RATES	TOTAL
1.	General works (removal of tiles and repair of stairway)			
2.	Materials (tiles)			
3.				
4.				
5.				
6.				
			TOTAL	
			VAT	
			TOTAL	

SIGNED

DATE