



P.O. Box HM 662, Hamilton, Bermuda HM CX Telephone (441) 295-8623,

Fax (441) 295-2605

# **Contract Scope**

Between

The Awarded Contractor

and

## **The Bermuda Housing Corporation**

Seven Arches

44, Church Street

Hamilton HM 12

for

**Make Ready**

**Apt 10, 4 Princess St. Hamilton**

**9/5/2023**

**INVITATION**



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Good day, Contractor:

The Bermuda Housing Corporation invites quotes.

Refer to the scope of work and the accompanying photos.

Submit a quote by Monday 9/11/2023, by email to [janaea@bhc.bm](mailto:janaea@bhc.bm) and [keinof@bhc.bm](mailto:keinof@bhc.bm)

### **Scope of Work for Make-Ready**

#### **Project Overview:**

The following document outlines the scope of work for the Make Ready preparation for the unit at Apt 10, 4 Princess St. Hamilton. This task requires restoring the unit to a newly rentable flat/accommodations. It may include various upgrades and improvements to enhance the overall appearance and function of the unit.

#### **Scope Details:**

##### **Demolition and Removal:**

Remove damaged/rotted cabinet/vanity base.

- The contractor shall remove and replace the base with a PVC board and ensure a slight pitch for any water slippage from a potential leak or otherwise drains towards the front and not the back or sides of the cabinet base.
- The Contractor is to ensure all plumbing fittings are secured, and there are no leaks.
- The Tub is to be cleaned as if it is new.
- If any plumbing concerns arise, the Contractor shall contact Montoya Lawrance of the BHC Master Plumber to convey the details and obtain a resolution.
- Sinks, toilets, and faucets shall be securely affixed, caulked /sealed as necessary, and cleaned.

Responsible for disposal of debris and materials in compliance with local regulations.

Ensure any damaged ceiling or door frames are removed and replaced.

##### **Plumbing:**

**Testing and verification of all plumbing connections for leaks and proper functionality.**

##### **Electrical:**

Removal of light fixtures and replace with LED lights supplied by BHC

Ensure all light switches and receptacles work.

Clean all switches and receptacles.



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**Flooring:**

- Remove and dispose of the carpet, underlay, and all associated materials.
- Prepare floor to receive and install new LVT/Vinyl Tile (loose lay)

**Walls:**

- Ensure no bubbling of paint. Provide fresh two coats of paint for consistent finishes or finishes.

**Cabinetry and Countertops:**

- Restore finish to cabinets, sanded and varnished. Ensure all handles, knobs, and hinges are fastened tightly.
- Ensure there are no chips in the countertop; if Formica is damaged, then replace it with new Formica.
- Ensure the mirror is secured.
- Clean inside all Cabinets
- Line Cabinet drawers and shelves with new liner.

**Fixtures and Accessories:**

- Ensure existing accessories are secured and cleaned. Install new, if required, (towel bars, robe hooks, and other bathroom accessories Provided by BHC).

**Painting and Finishing:**

- See the walls above and ensure the ceilings are painted.
- Caulking and sealing of joints and edges for a polished finish.
- Caulk and seal all windows.
- Final inspection and touch-ups as needed.

**Woodwork.**

- Ensure all Doors/ Exterior and installed doors are secured on the hinges and frames and bifold tracks.
- Ensure all door Hardware, knobs work (lock) and are secured.
- Clean all slates in billfold doors and paint to match for a consistent finish.
- Stairs – Painting risers and refinish all treads (sand and varnish)
- Exterior fencing (ensure all members are secured)
- Remove and replace rotted members.

**Exterior Works – Roof**

**Prior to any interior works, ensure there are no cracks in the roof. If so, seal repair and paint.**

**Project Timeline:**

The estimated duration for the bathroom renovation is three (3) weeks max. This includes the time required for preparation, construction, inspections, and final touches.

**Project quote/costs:**

Your quote for this renovation project shall include materials not mentioned, labor, and any contingencies.



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**Conclusion:**

This scope of work outlines the comprehensive tasks and considerations for reconditioning a unit for occupancy at Apt 10, 4 Princess St. Hamilton.

**Should you have any questions, do not hesitate to contact me at 747-0323/278-8455, alternatively, [keinof@bhc.bm](mailto:keinof@bhc.bm) or Janae Armstrong @ [janaea@bhc.bm](mailto:janaea@bhc.bm) or 2958623**

**Thank you.**

**Keino Furbert-Jacobs**

## **SECTION 01010 – SUMMARY of WORK (Scope)**

### **1.1 GENERAL**

**A. the Project:**

a. Unit Make Ready for new tenant / Occupancy at Apt 10, 4 Princess St. Hamilton

b. BHC to Supply the following:

i. Supply materials such as tile, fixtures, paint, pipe, sand, drywall boards, zip wall, flooring, accessories, etc.

The site must be kept clear/clean of debris and hazardous materials daily. This is an active community with occupied units. The Contractor must ensure to extend curiosity and work acceptable hours.

The contractor shall provide use of the lavatory on site, and it must be kept clean and sanitized. Secure the site Daily.

1. Project Location: Apt 10, 4 Princess St. Hamilton

2. Owner: RBERMUDA HOUSING CORPORATION, Inc.

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**B. Contract Documents -attached.**



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**C. Contractor Use of Premises:** During construction, the Contractor shall be responsible for the work carried out and for the property.

**D. Occupancy:** Tenant temporarily relocated but will have access to the Cottage (Content within Cottage shall be protected from the works – (use e.g., Zip wall barriers against construction dust).

**E. Furnished Products:**

- The Contractor is responsible for receiving, unloading, and handling Owner-furnished items at the site.
- The Contractor is responsible for protecting items from damage, including exposure to the elements. The Contractor shall repair or replace items damaged during operations/construction.

END OF SECTION 01010

## SECTION 01040 - PROJECT COORDINATION

### 1.1 General

A. This Section specifies requirements for project coordination, including:

1. Coordination.
2. Administrative and supervisory personnel.
3. General installation provisions.
4. Cleaning and protection.
- 5. Construction attire – OSHA requirement to be always adhered to**

B. Coordination: Coordinate activities included in various Sections to ensure the efficient and orderly installation of each component. Coordinate operations included under different Sections that are dependent on each other for proper installation and operation.

1. Where the installation of one component depends on the installation of other components before or after its own installation, schedule activities in the sequence required to obtain the best results.
2. Where space is limited, coordinate the installation of different components to assure maximum accessibility for maintenance, service, and repair.
3. Make provisions to accommodate items scheduled for later installation.

C. Prepare memoranda for distribution to each party involved outlining required coordination procedures. Include required notices, reports, and attendance at meetings.



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D. Administrative Procedures: Coordinate scheduling and timing of administrative procedures with other activities to avoid conflicts and ensure orderly progress. Such activities include:

1. Preparation of schedules.
2. Installation and removal of temporary facilities.
3. Delivery and processing of submittals.
4. Progress meetings.
5. Project closeout activities.

F. Inspection of Conditions: The Installer of each component shall inspect the substrate and conditions under which Work is performed. Do not proceed until unsatisfactory conditions have been corrected.

G. Manufacturer's Instructions: Comply with the manufacturer's installation instructions and recommendations to the extent that they are more stringent than the requirements in Contract Documents.

H. Inspect material immediately upon delivery/receipt and again before installation. Reject damaged and defective items.

I. Provide attachment and connection devices and methods for securing each construction element. Secure each construction element true to line and level. Allow for expansion and building movement.

J. Visual Effects: Provide uniform joint widths in exposed Work. Arrange joints to obtain the best effect. Refer questionable choices to the Architect for decision.

K. Recheck measurements and dimensions before starting installation.

L. Install each component during optimal weather conditions and the project status that will ensure the best results.

M. Isolate any incompatible material as necessary to prevent deterioration/defects.

END OF SECTION 01040



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## SECTION 01095 - REFERENCE STANDARDS AND DEFINITIONS

### 1.1 GENERAL

A. Definitions: Basic Contract definitions are included in the Conditions of the Contract.

B. Indicated refers to graphic representations, notes, or schedules on the Drawings, paragraphs or Schedules in the Specifications and similar requirements in the Contract Documents. Terms such as shown, noted, scheduled, and specified are used to help the reader locate the reference. Location is not limited.

C. Approved, when used in conjunction with the Architect's action on submittals, applications, and requests, the Engineer is limited to the Architect's duties and responsibilities as stated in the Conditions of the Contract.

D. Regulations include laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control work performance.

E. Furnish means supply and delivery to the Project Site, ready for unloading, unpacking, assembly, installation, and similar operations.

F. Install describes operations at the Project Site, including unloading, unpacking, assembly, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations of keeping the site clean of debris.

G. Provide means to furnish and install, complete and ready for the intended use.

J. The Installer is the Contractor, or another entity engaged by the Contractor, either as an employee, subcontractor, or contractor of the lower tier, to perform a particular construction activity, including installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged in performing.

END OF SECTION 01095