



## APPENDIX A – PROCUREMENT PARTICULARS

- **Project Name:** Roof Replacement
- **Project Open Date:** 06 August 2025
- **Submissions Deadline:** 15 August 2025 (11:59 PM)
- **Reference:** RFP-NGCI-2025-003

### **Business Objective:**

This project involves the replacement of roofing membrane materials for a 2,500 sq. ft. roof that has deteriorated due to age.

### **Scope of Work:**

The requester requires a proposal for the following:

- Remove existing Duro-Last membrane roofing.
- Reposition tapered crickets to ensure better water flow throughout the structure.
- Repair leak-prone areas.
- Install HD poly-iso cover-board.
- Install new roof drain (OMG Marathon).
- Install new PVC 60-mil roofing membrane, fully adhered to the new HD poly-iso cover-board.
- Installation must meet the hurricane rating of Category 3 or higher.
- Repair and reseal skylights with new flashing installed at the base.
- Remove all waste and leftover materials.
- Perform water testing upon completion to ensure there are no leaks.

**Requested Information:**

Submission Form (Appendix B)	Each submission must include a Submission Form completed and signed by an authorised representative of the bidder.
Reference Form (Appendix E)	Submissions must include a Reference Form completed according to the instructions in the form.
Proposal	Outlined proposal  Details must include:  <ol style="list-style-type: none"><li>1. Proposed approach to the scope of work;</li><li>2. must include all parts, materials, and labour costs required.</li><li>3. Commitment to the following scheduling requirements</li></ol>
Certifications	Provide supporting documentation to act as a certified service provider.
Pricing Form (Appendix C)	See Appendix C  <ol style="list-style-type: none"><li>(a) Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of \$1 USD = \$0.82 KYD.</li><li>(b) Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.</li><li>(c) Pricing should be exclusive of duties levied by Customs &amp; Border Control. A duty waiver will be provided.</li></ol>

Proposed Team	Each submission must include the experience of the core team members assigned to the project, similar to the Deliverables.
Solution/ Methodology	Each submission must also include a proposed solution/methodology that demonstrates the bidder's project implementation plan and timeline to meet requirements and business objectives as seen in Appendix A. As a part of your submission, please answer the following questions:  <ol style="list-style-type: none"><li>1. How do you ensure the accuracy and quality of your service?</li></ol>

	2. If you encounter issues or your client is not satisfied, what steps do you take to address the issue?
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- **Site Visit:** All bidders are required to complete a site tour with the stakeholders prior to bid acceptance to ensure that the full details of the project are thoroughly reviewed and clearly understood.
- If site plans are required, please request this information from [administration@nationalgallery.org.ky](mailto:administration@nationalgallery.org.ky)
- **Submissions and Questions** can be sent to [administration@nationalgallery.org.ky](mailto:administration@nationalgallery.org.ky)