Scope of Work

Performance Work Statement (PWS) for Annual Inspection, Testing and Limited Maintenance of all Installed Fire Alarm and Detection Systems, Water Based Fire Protection Systems, Dry Chemical Extinguishing Systems, Wet Chemical Extinguishing Systems and Fire Pump

At

Coast Guard Air Station Clearwater
15100 Rescue Way
Clearwater, FL 33762

January 27, 2026

1.0 INTRODUCTION: The USCG is procuring for the inspection, testing and limited maintenance of all installed fire alarm and detection systems, water-based fire protection systems, dry chemical extinguishing systems, wet chemical extinguishing systems and fire pump at the USCG Air Station Clearwater, FL and forwarding operating base Great Inagua in Matthew town, Bahamas.

1.1 LOCATION OF WORK: All work shall be performed at the following two sites: (1) USCG Air Station Clearwater, 15100 Rescue Way, Clearwater, FL 33762 and (2) forward operating base Great Inagua, Matthew Town, Bahamas.

1.2 METHOD OF CONTRACTING: Firm Fixed Price contract. Small business set-aside. Lowest Price Technically Acceptable.

1.3 TRAVEL: Travel and hotel detail to Great Inagua Bahamas – Coast Guard will provide lodging on site. Contractor is responsible for travel to and from Great Inagua. The Coast Guard may be able to assist with transporting equipment down to Great Inagua, Contractor must discuss logistics with unit POC for transportation at least six weeks prior to travel. The contractor must have a valid passport and obtain any required documents to work in the Bahamas. The Contractor will coordinate with Air Station Clearwater POC to schedule timelines for requested work to be conducted.

1.4 Dining and food: – Contractor will have to provide own food for number of days on site due to there is no dining facilities on Great Inagua site. Coast Guard will provide glassware and pots and pans on site with full kitchen for preparing food and storing food.

2.0 SCOPE OF WORK: This work covers the annual inspection, testing and limited maintenance of the existing fire alarm and detection systems, water-based fire protection systems, dry chemical extinguishing systems and wet chemical extinguishing systems at the U.S. Coast Guard Air Station Clearwater, FL. All inspections, testing, maintenance, repair and work shall meet the requirements of National Fire Protection Association (NFPA) 16, 17, 17A, 25, 70, 70E and 72 and all other related NFPA codes, Manufacturer's Instructions and requirements of the Authority Having Jurisdiction (AHJ). No partial proposals will be accepted - proposers must submit a proposal that covers all services requested (inspect, test and limited maintenance of fire alarm systems, water based fire protection systems, dry chemical fire protection systems, and wet chemical fire protection systems).

2.1 DESCRIPTION OF SERVICES: The contractor shall provide all necessary management, labor, equipment, materials, tools and supplies to adequately perform all operations in conjunction with inspection, testing, maintenance, and replacement of the existing fire alarm systems, water-based fire protection systems, dry chemical extinguishing systems, and wet chemical extinguishing systems. The contractor is responsible for providing all equipment such as lifts,

ladders, etc… necessary for accessing systems, equipment required for inspections, testing and limited maintenance. The contractor is responsible for obtaining proper documentation to perform requested services at units forward operating base in Matthew Town, Bahamas. The annual service and testing shall be completed prior to the month of **AUGUST 2026**. A contract modification or separate contract authorized by the Contracting Officer will be necessary for the correction of discrepancies discovered during inspections, testing and maintenance. Notification of discrepancies shall be made to both the Contracting Officer and the Contracting Officer's Representative (COR) as soon as possible. The COR is CWO3 Jose Calderon; phone: (727) 423-7586; email: jose.a.calderon@uscg.mil

2.2 FIRE ALARM AND DETECTION SYSTEMS

2.3 INSPECTIONS: An inspection is a visual examination of the fire detection and alarm system to verify that is in good operating condition and free of physical damage. Visual inspections shall be followed by a functional test of the system and all devices as applicable per the NFPA. The contractor shall perform the following actions during the annual inspection:

1) Check connections for all batteries.
2) Check the voltage level of all rechargeable batteries.
3) Load test all rechargeable batteries.
4) Replace any batteries that do not test within parameters.
5) Check all fire alarm equipment to make sure that it is not damaged or inoperative.
6) Check speakers for damage.
7) Check the pre-amplifier and its control for normal indication.
8) Check the amplifier and its control for normal indication.
9) Check voice tape or digital recording means for normal indication.
10) Check all manual stations for damage or obstruction.
11) Check all manual stations for proper placards. If a manual station is missing a placard inform the COR as soon as possible.
12) Check all detectors for damage or obstructions.

2.4 TESTING: Record all test results according to NFPA applicable codes. The contractor shall perform the following actions during the annual test:

1) All personnel at the end-user's facility shall be notified that a test is to be conducted.
2) Magnets used for the testing of any initiating devices will not be allowed.
3) Hair dryers and heat guns not specifically approved for the testing fire alarm devices are not allowed.
4) Smoke or the use of flaming embers not specifically approved for the testing of fire alarm devices is not allowed.

5) Test the primary power supply for initiating and notification of appliance circuits.
6) Remove primary power to ensure that the fire alarm system switches to the secondary power source.
7) Test the two-way communications systems if present.
8) Test signal receiving equipment for the radio alarm systems.
9) Activate all devices on each initiating device circuit.
10) Activate all notification appliance circuits and confirm proper operation of all audible and visual alarms.
11) Test water flow circuits by activating a flow switch on each circuit.
12) Test the supervisory device circuits by disconnecting a wire from each terminal for each supervised circuit.
13) Test each manual pull station by activating its pull lever.
14) Test all heat detectors in accordance with manufacturer's recommendations.
15) Activate all extinguishing system alarm switches.
16) Activate all supervisory signal initiating devices (e.g. gate valve switches, high/low air pressure switches, temperature level, water level)
17) Calibrate and test all smoke detectors according to the manufactures recommendation.
18) Test all panel lamps, pilot lights and LEDs.
19) Test voice alarm system functions.
20) Test operation of all speakers.
21) Verify that all remote annunciators accurately report all alarm, trouble and supervisory signals.
22) Test all panel and remote control functions.
23) Clean and inspect all battery connections.
24) Check operation of all battery chargers.
25) Place new inspection/testing/maintenance tag(s) at the completion of work

2.5 <u>WATER BASED FIRE PROTECTION SYSTEMS (BOQ, Annex, fixed wing hangar lean-to, rotary wing hangar lean-to have operational water based fire protection systems. This section does not apply to fixed wing and rotary wing Hangar deluge systems that are not operational)</u>

2.6 <u>INSPECTIONS</u>: An inspection is a visual examination of the water-based fire protection system to verify it is in operating condition and free of physical damage. Visual inspections shall be followed by a functional test of the system and all devices as applicable per the NFPA. The contractor shall perform the following actions during the annual inspection:

1) Sprinklers shall be checked to ensure they are not damaged or blocked and have been painted or otherwise impaired. An 18-inch

clear space must be maintained below the sprinklers to provide for an adequate discharge pattern.

2) Inspect all fire department connections. Connections should be always accessible and visible. Caps and plugs should be in place and threads clean, undamaged, and lightly lubricated with graphite. The connection shall be drained through the ball drip from the check valve to prevent freezing.
3) Inspect control valves.
4) Check the supply of spare sprinklers to ensure that the proper number and type is on hand according to NFPA code.
5) Ensure that a sprinkler wrench for each type of sprinkler head is available.
6) Check alarm devices to ensure that they are free of physical damage and all electrical connections are secure.
7) Inspect water pressure gauges to ensure that pressures are within normal range and that the gauges are in good working condition and free of physical damage.
8) Test and inspect all backflow preventers and pressure relieve valves/ systems.
9) Record all system pressures.
10) Ensure the hydraulic nameplate is legible and attached to the sprinkler riser.
11) Inspect sprinklers to ensure they are free of corrosion, physical damage, foreign material e.g. paint, and have no obstructions to the spray pattern.
12) Inspect all sprinkler piping to ensure that it is in good working condition, free of mechanical damage, not leaking, not corroded, aligned, and not subject to external loads.
13) Inspect all pipe hangers and seismic braces to ensure they are not damaged or corroded.

2.7 TESTING: Record all test results. The COR should be notified promptly on equipment that fails to perform as desired when tested. The contractor shall perform the following actions during annual test:

1) All personnel at the end-user's facility shall be notified that a test is to be conducted.
2) Flow test the main drains as outlined by NFPA 25 and record all readings and findings.
3) Test all water flow alarms using the inspector's test site. Be sure to cause no damage to the property from the water discharged.
4) Perform all applicable trip tests and flow tests according to the schedule outlined in NFPA 25.

2.8 MAINTENANCE: The contractor shall perform the following maintenance to all water-based fire protection systems:

1) Properly exercise all control valves according to NFPA 25 and ensure that they are returned to their normal operating condition.
2) Clean all strainers as applicable.
3) Lubricate all valve stems using graphite.
4) Exercise all post indicating valves and outside stem and yolk valves and ensure that they are left in operating position.
5) Drain and refill all automatic sprinkler systems according to the procedure outlined in NFPA 25 and any applicable manufacture's recommendations.
6) Report any gauge(s) older than 5 years to the COR.
7) Place new inspection/testing/maintenance tag(s) at the completion of work

2.9 WET AND DRY CHEMICAL EXTINGUISHING SYSTEMS

2.10 INSPECTION: An inspection is a visual examination of the extinguishing system to verify that they are in operating condition and free of physical damage. Visual inspections shall be followed by a functional test of the system and all devices as applicable per the NFPA. The contractor shall perform the following actions during the annual inspection.

1) Ensure that all systems are operational.
2) Verify that the system is in its proper location.
3) Ensure that the manual actuators are unobstructed.
4) Verify that the tamper indicators and seals are intact.
5) Verify that the maintenance tag or certificate is in place.
6) Ensure that no obvious physical damage or condition exists that might prevent operation.
7) Ensure that the gauge(s) are within operable range.
8) Verify that the nozzle blow off caps are intact and undamaged.

2.11 TESTING: Record all test results. The COR should be notified promptly on equipment that fails to perform as desired when tested. The contractor shall perform the following test actions to all wet and dry chemical extinguishing systems:

1) All personnel at the end-user's facility shall be notified that a test is to be conducted.
2) Examine all detectors.
3) Examine the expellant gas container.
4) Examine the agent container.
5) Examine the releasing devices, piping, hose assemblies, nozzles, signals, and the agent level in the tank.
6) Verify that the agent piping is not obstructed.

7) All fixed systems shall be fully tested including all devices, piping, and manual stations.
8) Inform the COR of any system that is not operational.
9) Inform the COR Replace of any nozzles and blow-off caps that are not operational and need to be replaced.
10) Inform the COR of any detector or fusible link that is not operational or within current year standard.
11) Inform the COR of any tank requiring hydrostatic testing.
12) Place new inspection/testing/maintenance tag(s) at the completion of work

2.12 MAINTENANCE: The contractor shall perform the following maintenance to all water-based fire protection systems:

1) Hydrostatically test / recharge agent in all tanks. See Enclosure 07 for details on systems and tanks.
2) Either provide compatible new tank with agent or compatible loaner tank with agent during testing to ensure continuous fire protection coverage.

2.13 GREAT INAGUA FIRE PUMP DIAGNOTICS: The contractor shall perform a diagnostics test on the fire pump #2 that was listed on the discrepancy report in FY 2025 and proposal 71-3 provided December 2, 2025 (Enclosure 17).

1) The contractor shall identify the issue with the fire pump and conduct market research to provide a proposal outlining the necessary parts and labor required for its repair.

3.0 NORMAL HOURS OF OPERATION: Inspections, testing and maintenance will be conducted during normal hours of operation (0700-1500, Monday through Friday except for Federal holidays).

3.1 DRAWINGS AND AS-BUILTS: The government will make drawings available to the contractor if available. Not all buildings will have drawings or current as-built drawings. All drawings are to be considered as guidelines and shall not be considered accurate.

3.2 SITE VISITS: Prior to each visit the contractor will notify the COR at least 72 hours ahead of their arrival and provide any information required base access. The contractor once on base will report to the COR during normal hours of operation.

3.3 HAZARDOUS CONDITIONS: Should the Contractor discover a hazardous condition during the normal course of the contract, the Contractor shall notify the COR and call 911 if it is life threatening.

3.4 HAZARDOUS MATERIAL: The Contractor shall be solely responsible for any and all contractors who generated or owned hazardous materials. While performing work specifically herein, if potentially hazardous materials are utilized a MSDS will be submitted to the COR prior to its use.

1) If the hazardous materials are encountered, the contractor shall notify the COR immediately. The Contractor's responsibility for handling hazardous material is incidental to work performed, i.e., the Contractor shall handle, remove, and properly dispose of only those hazardous materials necessary to complete the contract work.
2) The contractor shall adhere to all safety requirements as specified by Federal, State of Massachusetts, USEPA, MSDEP, and OSHA regulations pertaining to the handling of hazardous materials.

3.5 APPLICABLE DOCUMENTS: The contractor shall comply with all applicable federal, state, local and municipal laws, regulations and requirements; all industry standards/references; and, all Government and Coast Guard Regulations, Exhibits and attachments listed below as applicable to the performance of the contract and to contractor personnel:

1) Enclosure 1 – Site Plan of USCG Air Station Clearwater Buildings
2) Enclosure 2 – Estimate of systems and devices to be inspected. Contractor to confirm quantities in their bid proposal and update inventory within 15 days of contract award.
3) Enclosure 3 – Issued for Construction Fire Alarm drawings for Fixed wing and rotary wing hangars dated January 2011
4) Enclosure 4 – Equipment Photos of GI Site
5) Enclosure 5 – Issued for Construction Fire Protection Drawing for BOQ (no date).
6) Enclosure 6 – Fixed wing and Rotary wing Hangar Lean-to Drawings Dated July 2006
7) Enclosure 7 – List of all Wet and Dry Chemical Tanks
8) Enclosure 8 – Great Inagua (GI) site Device Count
9) Enclosure 9- GI As-Built
10) Enclosure 10 – Annex Fire Protection Drawing
11) Enclosure 11 – GI Hangar Foam Test Riser
12) Enclosure 12 – GI Deluge Tank Operation and Maintenance Manual
13) Enclosure 13 – GI O&M Manual – Hydraulic Calculations
14) Enclosure 14 – GI O&M Manual – Water Storage Tank
15) Enclosure 15 – GI O&M Manual – Foam System
16) Enclosure 16 – GI O&M Manual – Fire Pump
17) Enclosure 17 – Proposal 71-3 (1)

4.0 CONTRACTOR PROVIDED ITEMS AND SERVICES: The contractor shall supply all labor, parts, supervision, licenses, insurances, equipment, materials, transportation, storage, installation and removal, disposal, required forms,

expertise, certificates, tools, test equipment, and other items and skills necessary to complete the works as required with this Statement of Work and as required in NFPA 16, 17, 17A, 25, 70, 70E and 72 and all references as noted herein.

1) No storage area will be provided by the by the government.
2) No equipment will be provided by the Government in the performance of this contract, unless approved by the COR at least 7 days in advance.

4.1 REPORTS: Prior to starting work on this contract the contractor and the Government shall review the existing inspection, test and maintenance status of all installed fire alarm and fire protection systems included in this contract.

1) The contractor shall submit a planned work schedule and test plan to the COR for approval within fourteen (14) calendar days after contract award for the inspection, testing and maintenance of all installed fire alarm and fire protection systems.
2) The contractor shall submit a Fire Alarm, Fire Protection and Hydrant Inventory Report within fourteen (14) calendar days after contract award to compare to the estimated quantities of devices listed in Enclosure (02 and 09).
3) The contractor shall submit a documented report to the COR on all fire alarm and fire protection systems inspection, test or maintenance work, noting discrepancies, system impairments and recommendations, within twenty-one (21) calendar days after inspection.
4) Contractor has the right to pre-test all devices as part of the Initial Status Report.

4.2 FORMS: The contractor shall furnish and use the standard NFPA 72 (current version) and AFSA and NFSA (NFPA 25 current version) forms for reporting all work and tests as applicable for each building and each inspection and test results. A completed and signed copy of each inspection or event shall be furnished to the COR within twenty-one (21) calendar days of completion of aforementioned inspections or events as stated earlier in the contract.

4.3 INSURANCE: The contractor shall furnish and maintain insurance at its own expense as required under this contract for the life of this contract. Contractor is to comply with FAR Clause 52.228-5 and HSAR Clause 3052.228-70.

5.0 DEFECTIVE EQUIPMENT / DISCREPANCIES: Systems failing to meet the requirements of the NFPA and/or equipment and material found to be defective during the required inspections, testing or maintenance of this PWS shall be brought to the attention of the COR as soon as possible. A completed and signed deficiency report shall be furnished to the COR no later than five (5) calendar days after discovering a deficiency. The deficiency report shall clearly describe

the deficiency, defective equipment and/or NFPA code violation. The deficiency report must also include a cost estimate for the correction / repair. The cost estimate shall show itemized material, labor and equipment costs. The contractor will then be contacted by the Contracting Officer for repairing/replacing these items under a negotiated modification to this contract or a separate negotiated contract.

6.0 ELECTRICAL WORK: All electrical work shall be performed by State of Florida commercial rated, currently licensed electricians with a minimum of two (2) years' experience in fire alarm and fire suppression systems. No interns, laborers, trainees or apprentices shall be allowed to perform this work. All work must be performed in accordance with the National Electrical Code, NFPA70, and the Standard for Electrical Safety in the Workplace, NFPA70E.

7.0 MATERIALS: The contractor shall furnish, install, remove and dispose of all materials required for inspecting, testing and maintenance. The contractor shall protect all walls, windows, office spaces, electrical systems, alarms; aircraft support equipment, furnishing and other equipment or supplies from damage due to testing, maintenance, repairs and replacements of existing components.

8.0 DELIVERABLES: The Contractor is responsible for meeting the deliverable format, content and schedule in accordance with the table below. Deliverables are required via electronic media, must be PC compatible and submitted via email to both the Contracting Officer and the COR.

Deliverables	Frequency	No. of Copies and To Whom	Date Required
Company Profile	Initial	One	With Proposal
Name(s),telephone number(s) and address(s) of on-site supervisor, technicians and other key personnel with qualifications	Initial and updated as needed	One	With Proposal
Qualifications, Registrations and Licenses	Annually	Two-Contracting Officer/COR	Prior to employee assigned to duty and annually thereafter
Fire Alarm, Fire Protection and Hydrant Inventory Report	Annually	Two-Contracting Officer/COR	Within 14 days of contract award date and annually thereafter
Inspection, Testing, Maintenance and Deficiency Forms	Per NFPA requirements	One-COR	Within 14 days after contract award date

Work Schedule	Per NFPA requirements	One-COR	Within 14 days after award contract award date
Inspection & Testing Reports	Per NFPA requirements	One-COR	Within 21 days after completion of each Inspection or test
Maintenance Reports	Per NFPA requirements	One-COR	After completing any maintenance activity other than required testing and inspections
Deficiency Reports	As Needed	Two-Contracting Officer/COR	Within 7 days of discovering a deficiency
Certificate of Insurance as required by FAR 52.228-5	Annually	One-Contracting Officer	One copy with proposal; one copy on anniversary of policy renewal

9.0 GOVERNMENT ACCEPTANCE OF WORK: Until such time the work is accepted by the Government and the contractor has been notified in writing of such acceptance all work and materials belong solely to the contractor. Work, until accepted in writing shall be considered unapproved until accepted by the Government. Only the Contracting Officer and the COR have acceptance rights for the Government under this contract.

10.0 FIRE DEPARTMENT NOTIFICATION: The contractor shall notify the Fire Department whenever disconnects, testing or other work that tests, enables or disables, activates or inactivates any fire alarm notification or suppression system including any maintenance work, draining or filling, replacement or other work that has either a direct or indirect effect on the system in whole or part.

11.0 APPLICABLE CODES: The most current edition of the codes listed in the table below shall be complied with explicitly. Where the code allows interpretation, this specification shall provide all necessary amplifying information.

CODE NO.	SUBJECT DESCRIPTION
NFPA 16	Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems
NFPA 17	Standard for Dry Chemical Extinguishing Systems
NFPA 17A	Standard for Wet Chemical Extinguishing Systems
NFPA 25	Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
NFPA 70	National Electric Code
NFPA 70E	Standard for Electrical Safety in the Workplace

NFPA 72	Standard for Installation, Maintenance, and use of Protective Signaling Systems

12.0 PERSONNEL REQUIREMENTS/QUALIFICATIONS: The contractor shall employ competent and qualified technicians and engineers to perform the required work of this contract.

1) No interns, labors, trainees, apprentices, or other unqualified or unskilled workers shall be permitted to perform work under this contract.
2) Employees shall understand, read, speak and write in English as their primary language.
3) They shall be trained to diagnose, repair and replace all equipment and devices within the fire alarm and suppression system as listed herein.
4) All employees assigned by the contractor to perform work under this contract shall be physically and mentally able to perform assigned work.
5) No government assistance, equipment, tools, transportation, storage area, office, communications or supervision will be made available under this contract.
6) Technicians must be Level II Fire Alarm Certified by National Institute for Certification in Engineering Technologies
7) Technicians must be licensed in the State of Florida for the trade being performed
8) Technicians must all United States citizens

13.0 REMOVAL OF CONTRACTOR EMPLOYEES: All employees of the contractor in the performance of this contract, or any representative of the contractor entering this installation, shall abide by all applicable regulations and shall be subject to security checks as may be deemed necessary. The Government reserves the right to direct the contractor to remove from performance under this contract, any employee, for misconduct or security reasons. This shall not relive or constitute an excuse from the contract performance. Upon dismissal the employee shall render all identification for entry to the base.

14.0 SECURITY REQUIREMENTS:

14.1 Working Personnel List – The Contractor shall provide the POC with a list of names of all personnel who will be working on the site no later than 2 weeks prior to work. The Contractor may submit a revised list at any time during the project. Only personnel on the approved listing will be allowed on the site.

14.2 Personnel Identification – All personnel shall carry proper identification (ID) when on site. Proper ID is defined as either the individual's driver license, or a company-issued ID. The ID must be laminated and show facial picture of

the individual. Individuals without proper ID will be escorted off the Coast Guard premises.

14.3 Contractor is responsible for completing the Application Process Short Term Work Permits – Work permit information is located at http://www.bahamas.gov.bs

15.0 TERM OF CONTRACT: The contract term shall be for a period of one year commencing on the date of the award not to exceed 31 December 2023, unless an authorized extension is granted by the Contracting Officer.

16.0 PAYMENT SCHEDULE: Contractor will electronically submit an invoice to the Contracting Officer for review and then the US Coast Guard Finance center via the instructions provided by the Contracting Officer for payment against the contract.

17.0 GOVERNMENT QUALITY ASSURANCE REQUIREMENTS

17.1 MATERIALS & PERFORMANCE: All work shall be of the highest quality in every detail and shall meet or exceed the quality of the original installation. Only parts manufactured by the system manufacturer shall be used as replacements. Replacement parts shall also be UL listed for use as part of a system assembly. All parts damaged or broken by the contractor shall be replaced with new parts meeting the design requirements of damaged system.

17.2 SPARE PARTS & REMOVAL OF UNSERVICEABLE PARTS: No parts or materials shall be stored on site. The Contractor shall remove and properly dispose of all parts, debris, lubricants, and other materials no longer usable under this contract. Upon removal, all local, state and federal regulations shall be complied with.

17.3 GOVERNMENT INSPECTION: All work completed under this contract shall be subject to inspection by the Contracting Officer or COR during and after the completion of each task. Unsatisfactory work shall be re-performed or corrected at no additional cost to the government. All fire alarm system components shall be maintained at the level necessary to ensure compliance with the applicable codes.

18.0 BAHAMAS WORK PERMITS:
Any non-Bahamian national wishing to work in The Bahamas for up to 90 days must apply for a short-term work permit / visa from the Department of Immigration. If the vacant position is for a period longer than this, you should apply for a long-term work permit / visa.

18.1 ELIGIBILITY: Any non-Bahamian who wishes to work in the Bahamas for up to 90 days could apply for a short-term work permit / visa.

18.2 PROCESS:

1. Complete appropriate application form
2. Prepare letter of request
3. Attach the completed application form to the letter of request and other supporting documents
4. Visit the Department of Immigration at any of the locations outlined below, submitting the documents and paying the fees

Application Form(s)(Located on Bahama's web site)

•Short Term Application Form (1 to 30 days)
•First Schedule Form I (31 to 90 days)
•On-line www.govnet.bs

Both forms are also available at the offices of the Department of Immigration.

18.3 SUPPORTING DOCUMENTS:

•A letter of request addressed to the Director of Immigration from the prospective employer stating reasons for the application, the position and the period of time required.
•A copy of the bio-data pages of the applicant's passport (passport must be valid for a minimum of 6 months).
•2 passport-sized identical color photographs of the applicant, with the applicant's name printed on the reverse side.

18.4 DEADLINE:

Application must be submitted before the prospective employee arrives in The Bahamas.

18.5 RELATED FEE(S):

Contractor is responsible for any fees associated with entry into the Bahamas. There is a non-refundable processing fee of BS$100.00. Please note that all fees are payable only by cash or certified / bank manager's cheque made payable to the Treasury Department. For more information please contact Department of Labor Clarence A. Bain Building
Thompson Boulevard
P. O. Box N 1586
Nassau, N.P., The Bahamas
Email: deptlabourgeneral@bahamas.gov.bs
Phone: (242) - 302-2550 thru to 302-2562
Fax: (242) - 356-5585