

The following information is to be completed by the Department issuing the RFP

Procurement Notice

Open: July 8, 2015

RFP Name: [Community Health Clinics 2015]

Request for Proposal: For Department of Health Cleaning Services

Executive Summary:

The Department of Health operates four Regional Clinics in Somerset, Warwick, Prospect and Devonshire along with the Hamilton Health Centre to provide Child, Maternal and Oral Health services to the public. The Regional Clinics are operational part-time and will require evening cleaning services after 5pm; the Hamilton Health Centre is operational Monday – Friday, and will require cleaning services from 6:30am-2:30pm.

Suitably qualified, experienced companies are invited to submit proposals for the scope of works to provide all labour, supervision, tools, equipment and specified materials for cleaning services for the above named entities. The scope of Cleaning Services required includes, but is not limited to: - daily dusting, sanitizing, sweeping, vacuuming, mopping, and garbage removal of all administration offices, clinical and, public areas, bathrooms, and exterior spaces; monthly deep cleaning to include windows; bi-annual cleaning related to polishing floors, doors and power-washing courtyard, and annual steam cleaning of carpets and scrubbing of public area floors.

The contracts shall be for a period of two years. A further renewal period of one year may be negotiated with the selected supplier on mutual agreement of both the Department of Health and the Contractor. Fees shall be charged on a monthly basis, payable monthly in arrears. As such, a Government PO will be issued each month. Monthly Invoice should be submitted at the end of each calendar month, payment will be made 30 days from date invoice is received.

REQUEST FOR TENDER RELEASED – Wednesday, July 8th, 2015 – Wednesday, July 22nd, 2015, 8:30AM - 4:30PM.

DEADLINE FOR SUBMISSION OF PROPOSAL DOCUMENTS - 4:30pm on Tuesday, July 28th, 2015

Related Documents:

- Letter of Invitation
- RFP Package



GOVERNMENT OF BERMUDA

Ministry of Health, Seniors and Environment
Department of Health

The Provision of Cleaning Services for:
Four Regional Health Clinics and Hamilton Health Centre (HHC)

Letter of Invitation

Date: July 8, 2015

To: All Bidders:

RE: Provision of Cleaning Services for the Department of Health at the Somerset, Warwick, Prospect and Devonshire Health Centres and the Hamilton Health Centre, #67 Victoria Street, Hamilton HM 12.

You are formally invited to submit a response to the tender for the provision of Cleaning Services for the Department of Health at the five (5) locations stated above, for a period of **two (2) years**. This may be extended for one (1) additional year based on availability of funds, and satisfactory performance of the contractor.

Please find enclosed copies of the following:

- The Letter of invitation
- Instructions to Bidders;
- Description of Service Specification;
- Acknowledgement Form
- Forms of Tender;
- Bid forms 1 and 2
- Certification Confirmation of Non-Collusion Form; and
- Draft Standard Service Contract;

A detailed method statement of how you intend to carry out the work, safety procedures, staffing levels and back-up program, **must** accompany your proposal for it to be considered valid.

Mandatory site visits: There will be two mandatory site meetings and tours. One scheduled on **Thursday, July 23rd @ 11:00 a.m. at the Somerset Health Centre** located on 55 Mangrove Bay Road, Sandy's and the other scheduled on **Friday, July 24th at 11:00 a.m. at the Hamilton Health Centre** located on 67 Victoria Street, Hamilton. Your proposal will be rejected if you are **not** represented at this meeting. Please confirm your attendance to the Stores Officer – Gavon Simons at 278-6465 or by email: glsimons@gov.bm.

Full details and copy of the Request for Proposal documents may be obtained from the desk of the **Stores Officer at the Hamilton Health Centre** during the hours of **8:30 AM – 12:30 PM and 2 PM-4:30 PM**, from **Wednesday July 8th, to Wednesday July 22nd, 2015** and is also posted on the www.gov.bm procurement notice webpage.

The submission deadline is **4:30 p.m. on Tuesday July 28th, 2015.** Late submissions will **not** be accepted.



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Interested parties requiring additional information may enquire via email the Stores Officer, Gavon L. Simons: glsimons@gov.bm and copy in the Chief Nursing Officer, Gaynell Hayward-Caesar: gdhayward@gov.bm.

Sincerely

A handwritten signature in black ink, appearing to read "G. Hayward-Caesar".

Gaynell Hayward-Caesar, Mrs.
Chief Nursing Officer