

# BLDC

Bermuda Land Development Company LTD.

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## Request for Proposal

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### ***Statement of Purpose***

BLDC is seeking proposals to provide services for the daily general cleaning of offices and various buildings located at Southside, St. David's. These buildings are either rental properties or are occupied by BLDC.

This RFP process invites suppliers to submit competitive bids for the general cleaning services of **Ten** BLDC properties. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

If your organization wishes to be considered, BLDC is requesting a written proposal that addresses the points in this RFP be submitted no later than **February 28th, 2018.**

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### ***Scope of Work***

BLDC is seeking the services of a janitorial company with a proven record for customer care and performance excellence to provide a full cleaning service. The service provider will perform a variety of daily, weekly, monthly and quarterly cleaning duties as prescribed by the schedule below for the following properties located at Southside:

- Building #339 Triton House
  - Building # 34 Boathouse – Bathrooms only
  - Building #349 Channel House
  - Building #4 Bathrooms only
  - Building #16 (Commercial Park) Kitchen, bathrooms and offices
  - Building #102 Bathroom Only
  - Building # 718 Nursery Kitchen and bathroom
  - Building # 731 Waste Water Treatment Plant (weekly cleaning)
  - Building # 925 Daily Cleaning Public Restroom
  - Building # 908 Daily Off Season Cleaning October 2018 – April 2019 Restroom
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### **Schedule 1**

Daily cleaning tasks:

## Appendix 1 cont'd

- Empty wastebaskets, replace plastic liners and remove garbage to dumpster
- Full cleaning of bathrooms, to include:
  - Toilets
  - Urinals
  - Floors, sweep and mop
  - Wash basins, counter tops and mirrors
- Replenish bathroom supplies, soap, tissues, hand towel dispenser
- Wash dishes and coffee pot in kitchen, wipe counters and table tops, packing dishes away
- Vacuum all carpeted areas and spot clean stains as required

### Weekly cleaning tasks:

- Dust all exposed surfaces, desk tops, tables, bookcases, filing cabinets
- Dust all window sills, ledges and picture frames
- Clean drinking fountain
- Sweep and mop all tiled floors
- Clean doors and glass partitions
- Spot clean walls
- Clean toilet partitions and urinal screens

### Monthly cleaning tasks:

- Clear away cobwebs at exterior entrances and around exterior windows
- Clean chrome and acrylic water supply pipes and drain lines in bathroom
- Clean light fixtures
- Dust/wipe interior window blinds
- Clean and polish all wood furniture
- Vacuum all air vents
- Clean restroom walls

## **Schedule 2**

### Quarterly cleaning tasks:

- Machine shampoo all carpet and upholstered chairs
- Clean interior and exterior doors and frames with mild detergent
- Acid clean toilets and urinals
- Machine scrub and refinish hard surfaced (ceramic tile, vinyl composition tile) floors in bathroom, kitchen corridors and stairwells

## ***Outcome and Performance Standards***

Performance standards will be based on quality of work performed and client satisfaction. The contractor shall be accountable for ensuring 100% of cleaning services are completed. Performance will be monitored by periodic inspections of the properties named in the RFP and a record of complaints will be maintained. When performance is below expected standards the contractor will be required to re-perform the work at no additional cost.

## Appendix 1 cont'd

### **Standards for cleaning:**

#### Bathrooms

- Cleaned daily and free of:
  - Dirt, waste
  - Mildew
- Fixtures are shiny and spot-free.

#### Kitchens

- Cleaned daily and free of:
- Dirty dishes
- Waste

#### Carpet floors

- Cleaned daily and free of:
  - Dirt, debris and stains

#### Tiled floors

- Cleaned weekly and free of:
  - Dirt, debris and stains

#### Table tops, desk, bookshelves, doors and glass

- Cleaned weekly and free of:
  - Dust
  - Cob webs
  - Mildew

#### Interior blinds, air vents, and exterior entrances and window sills

- Cleaned monthly and free of:
  - Dirt, debris
  - Cob webs
  - Mildew

### ***Term of Contract***

The service period of the contract shall run for **12 months beginning April 1, 2018, expiring March 31, 2019**. BLDC will pay compensation to the service provider in arrears monthly upon receipt of an invoice from the service provider. Invoices must be received no later than the 10th day of each month for payment between the 20th and the end of the month for the previous month's services.

### ***Requirements for Proposal Preparation***

Contractors should include a description of similar recent work and a list of references along with:

1. A detailed quote for full cleaning service as provided for in schedule 1.

## Appendix 1 cont'd

2. A detailed quote for heavy cleaning service as provided for in schedule 2.
3. Schedule

Tenderers must complete and return by hand delivery the enclosed Form of Tender and related documents in a sealed envelope labeled TENDER (Janitorial Services, Southside) to the Bermuda Land Development Company Limited, Triton House, 1 Longfield Road, St George's Parish **by 3:00pm on Friday, 16<sup>th</sup> March 2018**. Late Tenders will not be considered.

***For further information contact:***

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